User Manual

Pocket PC Phone

Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your Pocket PC Phone.

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Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorised service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.
  This product should be operated only with the following designated power supply unit(s).

AC Adapter

1. Delta, Model ADP-5FH X
2. Phihong, Models PSAA05X-050

- **Handle battery packs carefully**
  This product contains a Li-ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).

WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60° C (140° F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.

NOTE: This product should be operated only with the following designated Battery Pack(s).

1. Dynapack, Model TRIN160
2. SK Mobile Energy, Model TRIN160

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

PREVENTION OF HEARING LOSS

CAUTION: Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

NOTE: For France, Headphones, Earphones (listed below) for this device have been tested to comply with the Sound Pressure Level requirement laid down in the applicable NF EN 50332-1:2000 and/or NF EN 50332-2:2003 standards as required by French Article L. 5232-1.

1. Earphone, manufactured by Cotron, Models CHM-60STV07002.

SAFETY IN AIRCRAFTS

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off the phone by switching to Flight Mode.

ENVIRONMENT RESTRICTIONS

Do not use this product in petrol stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or petrol stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your device near metal structures (for example, the steel frame of a building).
- Avoid using your device near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

HEARING AIDS

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

NONIONISING RADIATION

This product should be operated in the suggested normal condition only to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

GENERAL PRECAUTIONS

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorised service technician or provider.
- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorised service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.
- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including, but limited to, amplifiers) that produce heat.
- **Avoid wet areas**
  Never use the product in a wet location.
- **Avoid using your device after a dramatic change in temperature**
  When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

NOTE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on the power.

- **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

- **Mounting Accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.
- **Avoid unstable mounting**
  Do not place the product with an unstable base.
- **Use product with approved equipment**
  This product should be used only with personal computers and options identified as suitable for use with your equipment.
- **Adjust the volume**
  Turn down the volume before using headphones or other audio devices.
- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

Contents

Chapter 1 Getting Started 15

1.1 Getting to Know Your Device and Its Accessories 16
1.2 About the SIM Card and Battery 21
1.3 Starting Up 23
1.4 The Today Screen 25
1.5 Using the Programmes 28
1.6 Device Settings 31

Chapter 2 Entering and Searching Information 35

2.1 Entering Information 36
2.2 Using the On-screen Keyboard 37
2.3 Using Letter Recognizer 37
2.4 Using Block Recognizer 38
2.5 Using Transcriber 38
2.6 Using Notes to Draw, Write and Record Voice Notes 40
2.7 Searching Information 40

Chapter 3 Using Phone Features 41

3.1 Using the Phone 42
3.2 Making a Call 44
3.3 Receiving a Call 47

3.4 Smart Dialing 47
3.5 In-call Options 50
3.6 Additional Dialing Information 51
3.7 Setting Up Bluetooth SIM Access for Car Kit Phones 52

Chapter 4 Synchronising Information 53

4.1 About Synchronisation 54
4.2 Using Microsoft Windows Mobile® Device Centre 55
4.3 Installing and Using Microsoft ActiveSync® 58
4.4 Synchronising with Your Computer 59
4.5 Synchronising with Exchange Server 61
4.6 Synchronising via Infrared and Bluetooth 63
4.7 Synchronising Music and Video 64

Chapter 5 Managing Your Pocket PC Phone 65

5.1 Personalising Your Pocket PC Phone 66
5.2 Adding and Removing Programmes 73
5.3 Managing Memory 75
5.4 Copying and Managing Files 76
5.5 Backing Up Data 78
5.6 Protecting Your Pocket PC Phone 81
5.7 Resetting Your Pocket PC Phone 83

Chapter 6 Getting Connected 85

6.1 Connecting to the Internet 86
6.2 Internet Explorer Mobile 89
6.3 Using Comm Manager 92
6.4 Using Bluetooth 93
6.5 Using Wi-Fi 102
6.6 Using Internet Sharing 106
6.7 Using Spb GPRS Monitor 107
6.8 Using Terminal Services Client 112

Chapter 7 Exchanging Messages and Using Outlook 115

7.1 E-mail and Text Messages 116
7.2 MMS Messages 126
7.3 Pocket MSN 131
7.4 Calendar 132
7.5 Contacts 134
7.6 Tasks 138
7.7 Notes 140
7.8 Voice Recorder 143

Chapter 8 Experiencing Multimedia 145

8.1 Using Camera 146
8.2 Using Pictures & Videos 159

8.3 Using Windows Media Player Mobile 164
8.4 Using Audio Manager 170

Chapter 9 Using Other Applications 177

9.1 Word Mobile 178
9.2 Excel Mobile 179
9.3 Viewing Slide Shows with PowerPoint Mobile 180
9.4 Using Adobe Reader LE 181
9.5 Using MIDlet Manager 183
9.6 Using ZIP 186
9.7 Using Voice Speed Dial 188

Appendix 191

A.1 Regulatory Notices 192
A.2 PC Requirement to Run ActiveSync 4.x 197
A.3 Specifications 198

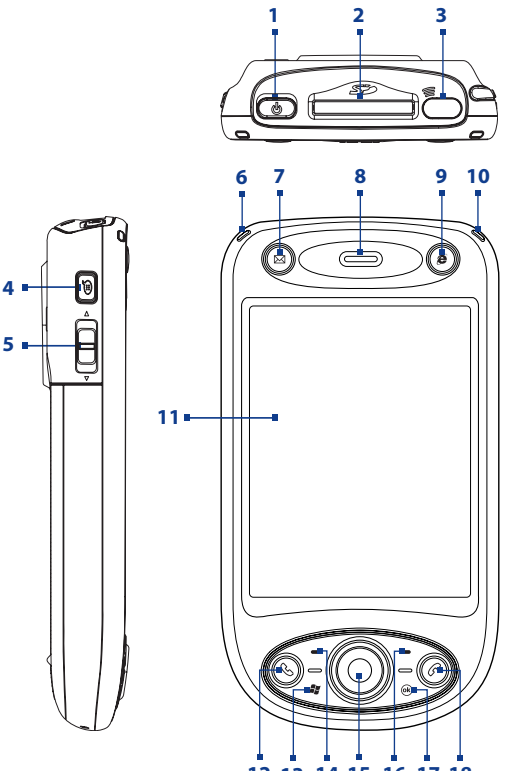
Index 201

Chapter 1

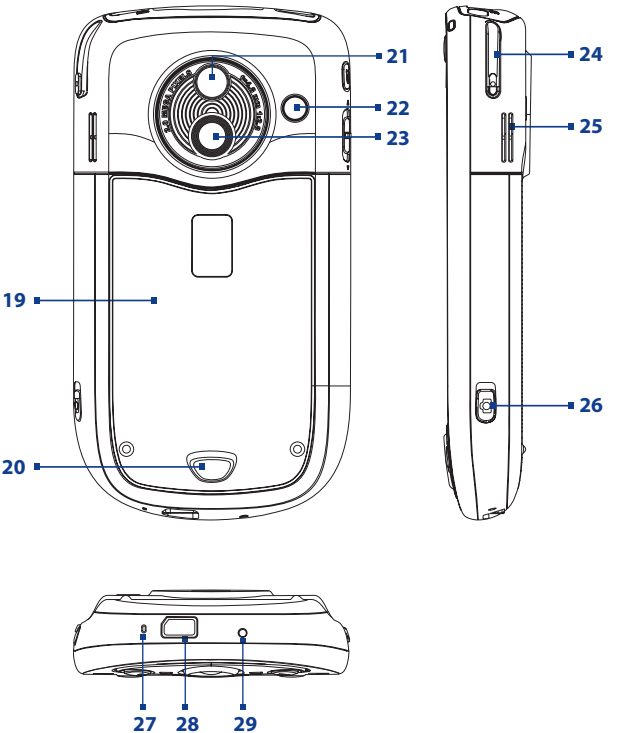
Getting Started

1.1 Getting to Know Your Device and Its Accessories
1.2 About the SIM Card and Battery
1.3 Starting Up
1.4 The Today Screen
1.5 Using the Programmes
1.6 Device Settings

1.1 Getting to Know Your Device and Its Accessories



No.	Item	Function
1	**POWER**	Press and hold this button to turn on the device. When the device is turned on, press to turn off the display temporarily. This switches your device to Sleep mode, and you can still receive calls and messages. Press and hold (for about 5 seconds) to turn off the power completely. All functions including the phone will be unavailable for use.
2	**SD™ Card Slot**	Insert a storage card (SD/MMC/SDIO card) for storing data.
3	**Infrared Port**	It lets you exchange file(s) or data with other devices wirelessly.
4	**VOICE COMMAND**	Press to start Voice Speed Dial; press and hold to record a voice note.
5	**Volume Slider**	• Slide up or down to adjust the speaker volume. • During a call, slide up or down to adjust the earpiece volume.
6	**Notification LED 1**	This bi-colour LED shows Green and Amber lights for GSM/GPRS standby, message, and network status as well as for notification and battery charging status.
7	**MESSAGING**	Press this button to quick start your Messaging.
8	**Earpiece**	Listen to a phone call from here.
9	**INTERNET EXPLORER**	Press this button to quick launch Internet Explorer Mobile.
10	**Notification LED 2**	This LED shows a blinking Blue light for Bluetooth system notification of powered-up and ready to transmit Bluetooth signal, or a blinking Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights blink alternately.
11	**Touch Screen**	Tap the screen with the stylus to write, draw, or make a selection.
12	**TALK**	Press this button to answer an incoming call or dial a number.
13	**START**	Press this button to open the Start menu.
14	**Left SOFT KEY**	Press to execute the command shown in the label above the button.
15	**NAVIGATION Control/ENTER**	Press this multi-directional control up, down, left, or right to move through menus and programme instructions; carry out the selection by pressing the centre button.
16	**Right SOFT KEY**	Press to execute the command shown in the label above the button.
17	**OK**	Press this button to confirm your data entries, or to exit the programme in use.
18	**END**	Press this button to end a call or to return to the Today screen.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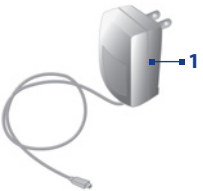
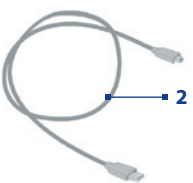
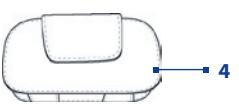
No.	Item	Function
19	**Back Cover**	This covers the battery and SIM card compartment. To remove, slide the latch that is located at the bottom of your device.
20	**Back Cover Latch**	Press this latch to release the back cover.
21	**Self-Portrait Mirror**	Turn the back side of your device to face yourself so that your image reflects on the mirror when taking self-portrait shots.
22	**Car Antenna Connector**	Connect your phone to the car antenna while in a car to have better reception quality. Simply peel off the rubber cap and connect the antenna jack. Replace the rubber cap if unused.
23	**Camera**	This is a 2.0 megapixel CMOS colour camera. Use the camera to take still photos and record video clips.
24	**Stylus**	Use the stylus to write, draw, or select items on the touch screen.
25	**Speaker**	Listen to the audio media from here.
26	**CAMERA**	Press this button to launch the Camera; press again to take a photo or video clip, depending on the specified capture mode.
27	**Microphone**	Speak into the microphone when receiving or making a phone call or voice recording.
28	**Sync Connector/ Earphone Jack**	Use this connector to synchronise data by connecting the provided USB Sync cable or to recharge the battery via the provided AC adapter. You can also connect the provided USB stereo headset for hands-free conversation or for listening to audio media.
29	**RESET**	With the stylus, press the RESET button to soft-reset your device.

Accessories







No.	Accessory	Function
1	**AC adapter**	Recharges the battery.
2	**USB Sync cable**	Connects your device to a PC and synchronises data.
3	**Stereo headset**	Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call.
4	**Pouch**	Acts as a protective carrying case for your device.

1.2 About the SIM Card and Battery

Always turn off your device before installing/replacing the battery and SIM card. Follow the instructions in the Quick Start Guide to install a SIM (Subscriber Identity Module) card provided by your local network service provider and to install the battery.

The SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V SIM cards. Some legacy SIM cards will not function with your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

Your device contains a rechargeable Li-ion polymer battery. This device is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including your wireless service provider's network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other programme usage patterns.

Battery life estimates (approximations):

- Standby time: Up to **200 - 250** hours for GSM.
- Talk time: Up to **4 - 5** hours for GSM.
- Media playback time: Up to **8** hours for WMV;
  Up to **12** hours for WMA.

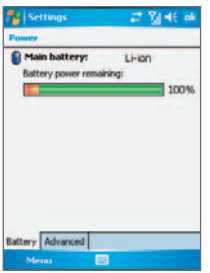
Warning! To reduce risk of fire or burns:

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

To check the battery power

Do one of the following:

- Tap the battery level icon ( ) on the Today screen.
- Alternatively, tap **Start** > **Settings** > **System** tab > **Power**.



Battery power information

Charge the battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles. You can charge the battery in two ways:

- Charging the device's battery by using the power adapter.
- Connecting your device to a PC via the provided USB Sync cable.

Warning!

- Do not remove the battery from the device while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.

Low battery

When the low-battery warning appears, do the following:

- Immediately save your current data.
- Synchronise with your PC or connect the power adapter to charge the battery.
- Turn off your device.

1.3 Starting Up

Turn your device on and off

To turn on your device, press and hold the POWER button. When you turn on your device for the first time, a Quick Start Wizard will guide you through the calibration process and the setup of regional settings, date and time, password, Outlook e-mail, and POP3/IMAP4 e-mail accounts. For more information about touch screen calibration, see "Calibrate the device". For information about setting up Outlook e-mail and POP3/IMAP4 e-mail accounts, see Chapter 7.

To turn off your device, press and hold the POWER button for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

Switch your device to Sleep mode

Quickly pressing the POWER button turns off the display temporarily and switches your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device also automatically goes into Sleep mode when you leave the device idle after a certain amount of time.

To specify the timeout period before your device goes into Sleep mode

1. Tap **Start > Settings > System** tab **> Power > Advanced** tab.
2. Under **On battery power**, make sure the **Turn off device if not used for** check box is selected.
3. Select the battery timeout period, then tap **OK**.

You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or new incoming calls/messages will wake up your device.

Calibrate the device

Calibrating the device screen involves tapping the centre of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap **Start > Settings > System** tab **> Screen**.
2. On the **General** tab, tap **Align Screen**, then follow the on-screen instructions to complete the calibration.

Manage screen settings

The device's display has two orientation modes: **Portrait** and **Landscape**. Portrait mode allows you to get a better view or a better operation of certain programmes, while Landscape mode may be optimal for viewing lengthy files.

- To change the orientation, tap **Start > Settings > System** tab **> Screen**, and select the orientation you want.
- To smooth the edges of screen fonts for many programmes, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

1.4 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated programme.

- To access the Today screen, tap **Start > Today**.
- To customise the Today screen display, including the background image, tap **Start > Settings > Personal** tab **> Today**.

1 Tap to open the Start menu.

2 Tap to view connectivity status.

3 Indicates the radio signal strength. Tap to configure the phone settings.

4 Tap to adjust device/ringer volume.

5 Displays the current time. Tap to check the current date and upcoming appointments. Tap and hold to change the clock mode to Analog or Digital.

6 Displays the current date. Tap to set up date, time, alarm, and more.

7 Tap to set owner information.

8 Your day at a glance with reminders. Tap to open the related programme: messages, tasks, and appointments.

9 Tap to lock the device. The icon changes to . Tap **Unlock** on the Today screen to unlock again.

10 Tap to sign in at Pocket MSN.

11 Indicates the battery status. Tap to open the Power Settings screen.

12 Tap to toggle the screen between portrait and landscape orientation.

13 Tap to open Comm Manager.

14 Tap to open the Backlight Settings screen.

15 Tap to open Calendar.

16 Tap to open Contacts.

Indicators

The following are some of the status icons that you may see on the device.

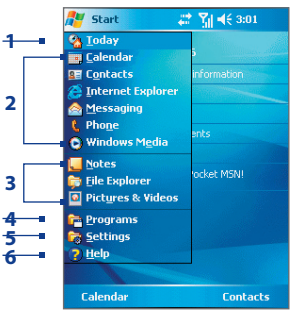
Icon	Description
	New e-mail or text messages; SMS notification of voice mail.
	New multimedia (MMS) message.
	New MSN message.
	There are more notifications. Tap the icon to view all.
	Voice call in progress.
	Call on hold.
	Calls are forwarded.
	Missed call.
	Dialing while no SIM card is inserted.
	Speakerphone on.
	Maximum signal strength.
	No signal.
	Phone is turned off.
	No phone service.
	Searching for phone service.
	GPRS available.
	GPRS connecting.
	GPRS in use.
	Roaming.
	Connection is active.
	Connection is not active.
	Synchronisation in progress.
	ActiveSync notification.
	Synchronisation error.

Icon	Description
	Wi-Fi function enabled, but device not connected to a wireless network yet.
	Wireless network(s) detected.
	Connecting to wireless network (arrows moving); connected to wireless network.
	Synchronising via Wi-Fi.
	Battery is fully charged.
	Battery power is very low.
	Battery charging.
	Sound on.
	Sound off.
	Vibration mode.
	Alarm.
	No SIM card inserted.
	Device is locked.
	Device is unlocked.
	Bluetooth headset detected.
	GPRS Monitor currently active.
	Sprite Backup notification.
	Serial USB connection active.

Note The USB to PC ( ) icon appears on the Today Screen when your device is connected to your computer and you enable a serial USB connection between them. For more information about USB to PC, see "Device Settings" later in this chapter.

The Start menu

The Start menu, located at the top left corner of the Today screen, displays a list of programmes. You can start a programme by scrolling through the programmes list and then pressing ENTER, or by tapping a programme with the stylus.



1. Tap to switch to the Today screen.
2. Tap to start a programme. The items displayed in the Start menu can be customised by tapping **Start > Settings > Personal** tab **> Menus**.
3. Tap to start a recently-used programme.
4. Tap to view and select more programmes that are installed on your device.
5. Tap to change device settings.
6. Tap to see a Help topic for the current screen.

1.5 Using the Programmes

The following are some of the programmes that are already installed on your device.

Icon	Description
	ActiveSync Synchronises information between your device and a PC or the Exchange Server.
	Adobe Reader LE Enables you to view PDF (Portable Document Format) files on your device.
	Audio Manager Allows you to easily browse for music files by organising music files into categories such as artists, album, etc. It has an integrated Music Player that lets you play back music files.
	Bluetooth Explorer Searches for other Bluetooth devices that have file sharing enabled and allows you to access their Bluetooth shared folder.
	Calculator Lets you perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	Calendar Allows you to keep track of your appointments and create meeting requests.
	Camera Snaps photos or shoots video clips with accompanying audio.
	Contacts Allows you to keep track of your friends and colleagues.
	Download Agent Provides information about the download status and the downloaded content from the Internet.
	Excel Mobile Creates new workbooks or lets you view and edit Excel workbooks.
	File Explorer Enables you to organise and manage files on your device.
	Games Lets you play two pre-installed games: **Bubble Breaker** and **Solitaire**.

Icon	Description
	Help Enables you to see Help topics for the current screen or programme.
	Internet Sharing Allows you to connect your notebook computer to the Internet using your device's data connection.
	Internet Explorer Mobile Allows you to browse Web and WAP sites as well as download new programmes and files from the Internet.
	Messaging Allows you to send and receive e-mail, MMS, and text messages.
	MIDlet Manager Enables you to download and install Java applications, such as games and tools, on your device.
	MP3Trimmer Allows you to edit a song by shortening its duration and making the file size smaller in order to use it as a device ring tone.
	Notes Allows you to create handwritten or typed notes, drawings, and recordings.
	Phone Lets you make and receive calls, switch between calls, and set up conference calling.
	Pictures & Videos Lets you view, organise, and sort picture and video files on your device or a storage card. Captured photos are stored in the My Pictures folder, and video clips are saved in the My Videos folder of your device.
	Pocket MSN Lets you send and receive instant messages with your MSN Messenger contacts, as well as access your Hotmail account, if you have one.
	PowerPoint Mobile Lets you view PowerPoint slides and presentations.
	SAPSettings Enables Bluetooth Remote SIM access on your device. This allows you to use a car kit phone that supports the SIM Access Profile (SAP) to access the SIM card on your device via Bluetooth and make or receive phone calls. You can also download SIM contacts from your device onto the car kit phone.

Icon	Description
	Search Enables you to search contacts, data, and other information on your device.
	SIM Manager Allows you to manage the contacts that are stored on your SIM card. You can also use this programme to copy SIM contents to Contacts on your device.
	Spb GPRS Monitor Can be installed to your device from the disc. It measures the amount of data transfers that you have made via the GPRS or GSM network connection, and calculates network usage costs.
	Sprite Backup Provides you with a quick and easy way to make backups of your data.
	STK (SIM Tool Kit) Service Allows you to access information and other services offered by your wireless service provider.
	Tasks Allows you to keep track of your tasks.
	Terminal Services Client Allows you to log on a PC running Terminal Services or Remote Desktop, and use all of the programmes available on that PC from your mobile device.
	Voice Recorder Allows you to record your voice, play it back, then send it via e-mail, MMS or beaming. You can also set the recorded voice as your device's ring tone.
	Voice Speed Dial Allows you to record voice tags so that you can dial a phone number or launch programmes simply by speaking a word.
	Windows Media Player Mobile Lets you play back audio and video files.
	Word Mobile Lets you create, view, and edit Word documents.
	ZIP Enables you to save memory and free up storage space on your device by compressing files in the conventional ZIP format.

1.6 Device Settings

You can adjust the device settings to suit the way you work. To see all available settings, tap **Start > Settings**, then tap the **Personal**, **System**, and **Connections** tabs located at the bottom of the screen.

Personal tab

Icon	Description
	Buttons Assigns a programme or function to a hardware button.
	Input Sets options for each of the input methods.
	Lock Sets a password for your device.
	Menus Sets what programmes will appear in the Start menu.
	MSN Options Allows you to customise settings for the applications included in Pocket MSN such as MSN Hotmail and MSN Messenger.
	Owner Information Allows you to enter your personal information on your device.
	Phone Allows you to customise phone settings such as ring tone, set a PIN number for your SIM card, and more.
	Sounds & Notifications Enables sounds for events, notifications, and more, and allows you to set the type of notification for different events.
	Today Allows you to customise the appearance and the information to be displayed on the Today screen.
	Voice Speed Dial Allows you to create voice tags for voice dialing contacts and SIM contacts as well as for launching programmes.

System tab

Icon	Description
	About Allows you to specify a name for your device. Also shows the Windows Mobile version and copyright information.
	Backlight Sets the backlight timeout and brightness.
	Certificates Shows information about certificates that are installed on your device.
	Clear Storage Removes all your data and files from the memory and resets your device to factory default settings.
	Clock & Alarms Switches the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	Device Information Shows information about the firmware version, hardware, identity, and the duration of calls made on your device.
	Error Reporting Enables or disables the device's error reporting function. When this function is enabled and a programme error occurs, technical data about the state of the programme and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	Key Lock Locks the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.
	Memory Shows the device memory allocation status and memory card information. Also allows you to stop currently running programmes.
	Microphone AGC Adjusts the volume of your voice automatically when you are recording.
	Power Shows the current battery level. Also allows you to set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	Regional Settings Sets the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.

Icon	Description
	Remove Programs Lets you remove programmes that you installed on your device.
	Screen Allows you to change the screen orientation, re-calibrate the screen, and change the screen text size.
	Task Manager Allows you to configure the Exit button ( ) to end programmes and free up the memory that's occupied by them.

Connections tab

Icon	Description
	Beam Enables your device to receive incoming infrared and Bluetooth beams.
	Bluetooth Turns Bluetooth on, sets your device to visible mode, and allows you to scan for other Bluetooth devices.
	Comm Manager Allows you to manage the device's connection (including Wi-Fi, Bluetooth, and ActiveSync), disconnect data services (such as GPRS), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.
	Connections Sets up one or more types of modem connections for your device, such as phone dial-up, GPRS, Bluetooth, and more, so that your device can connect to the Internet or a private local network.
	CSD Line Type Sets the line type to use when making a circuit switch data (CSD) connection. Normally, you do not need to change the setting unless you encounter a problem on establishing a connection.
	GPRS Setting Sets the GPRS authentication method. Consult your wireless service provider first before changing this setting.
	USB to PC Sets the USB connection between your device and PC, and helps with problems connecting ActiveSync.
	Wi-Fi Allows your device to scan for available wireless networks.
	Wireless LAN Shows information about the active wireless network, and allows you to customise Wi-Fi settings.

Chapter 2

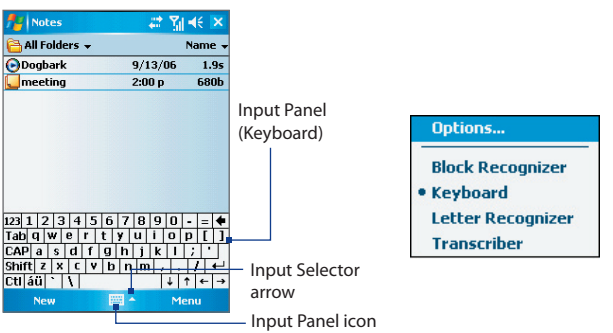
Entering and Searching Information

2.1 Entering Information
2.2 Using the On-screen Keyboard
2.3 Using Letter Recognizer
2.4 Using Block Recognizer
2.5 Using Transcriber
2.6 Using Notes to Draw, Write and Record Voice Notes
2.7 Searching Information

2.1 Entering Information

When you start a programme or select a field that requires text or numbers, the **Input Panel** icon becomes available on the menu bar.

Tap the **Input Selector** arrow (that appears next to the **Input Panel** icon) to open a menu where you can select a text input method and customise input options. After selecting a text input method, the corresponding **Input Panel** is then displayed and you can use it to enter text. To toggle between showing and hiding the Input Panel, simply tap the **Input Panel** icon.



Icon	Input method
	On-screen keyboard
	Letter Recognizer or Block Recognizer
	Transcriber

Note Some text input methods may not be available in certain language versions of the device.

2.2 Using the On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

To enter text using the on-screen Keyboard

1. In a programme, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

To enlarge the on-screen Keyboard

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large keys**.

2.3 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

To use Letter Recognizer

1. From a programme, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter capital letters by writing in the **ABC** (left) area of the box.
   - Enter lower case letters by writing in the **abc** (middle) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

Note **Letter Recognizer** is available when text entry is possible.

Tip For help with writing characters, tap the question mark near the writing area.

2.4 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a programme, tap the **Input Selector** arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter letters by writing in the **abc** (left) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

Note **Block Recognizer** is available when text entry is possible.

Tip For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.

2.5 Using Transcriber

Transcriber is a handwriting recognition programme that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programmes, recognising words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

To start Transcriber

1. Start a programme that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

To write using Transcriber

1. In a programme, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

- From a programme, tap on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

Tips

- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
- When no text is selected, you can also open the keyboard by doing the gesture. For more information about using Transcriber gestures, see Help on your device.

To edit text

1. In a programme, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
   - Rewrite the text.
   - Use gestures to capitalise letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

2.6 Using Notes to Draw, Write and Record Voice Notes

Using **Notes**, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, please see "Notes" in Chapter 7.

2.7 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start** > **Programs** > **Search**.
2. In the **Search for** field, you can:
   - Enter the file name, word, or other information you want to search for.
   - Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

Note The storage card symbol is displayed next to the names of files saved on a storage card.

Chapter 3

Using Phone Features

3.1 Using the Phone

3.2 Making a Call

3.3 Receiving a Call

3.4 Smart Dialing

3.5 In-call Options

3.6 Additional Dialing Information

3.7 Setting Up Bluetooth SIM Access for Car Kit Phones

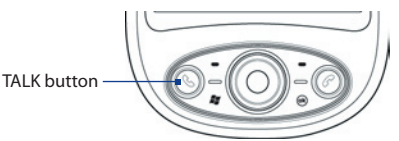
3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send SMS/MMS messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Tap **Start** > **Phone**.
- Press the TALK button ( ).



Enter your PIN

Most SIM cards are preset with a PIN (personal identification number) that is provided by your wireless service provider.

1. Enter the preset PIN assigned by your wireless service provider.
2. Tap **Enter**.

Note If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your wireless service provider.

Turn the phone function on and off

In many countries, you are required by law to turn off your phone while on board an aircraft.

To turn off the phone function

Tap the **Comm Manager** icon ( ) on the Today screen, then do one of the following:

- On the Comm Manager screen, tap the **Phone** button to turn off the phone function. The icon indicates the phone function is turned off.

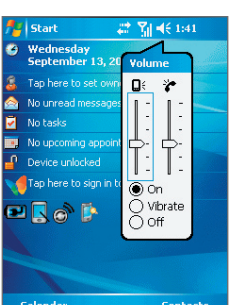
  To resume call function, turn on the phone function by tapping the **Phone** button again on the Comm Manager screen. The icon indicates the phone function is turned on.

- On the Comm Manager screen, tap the **Flight Mode** button to turn on flight mode. This disables all wireless radios on your device, including the phone function, Bluetooth and Wi-Fi. The icon indicates that flight mode is turned on.

  To resume call function, tap the **Flight Mode** button again on the Comm Manager screen. This restores the previous states of the phone function and Bluetooth. The icon indicates the flight mode is turned off.

Adjust the device volume

1. Tap the **Speaker** icon ( ).
2. Under **Volume**, do the following:
   - Adjust the phone volume ( ) or device volume ( ) by moving the slider to the desired volume level.
   - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.



Volume adjustment

Notes

- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
- When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon ( ) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

Make a call from Phone

1. Tap **Start** > **Phone** or press the TALK button ( ).
2. On the Phone screen, tap the desired phone number, then tap **Talk**.

Tip If you tap a wrong number, tap the Back arrow ( ) to erase each subsequent digit of a number. To erase the entire number, tap and hold the Back arrow.

Make a call from Contacts

Tap **Contacts** on the Today screen or tap **Start > Contacts**, then do one of the following:

- Press NAVIGATION up or down to select a contact, and press TALK.
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To choose one of the numbers of a contact to dial

By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Contacts** on the Today screen or tap **Start > Contacts**.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

Make a call from Call History

1. On the Phone screen, tap **Call History**.
2. You can either scroll through all calls in Call History, or tap **Menu > Filter** and select from a category of call types.
3. Scroll to the desired contact or phone number, and tap **Call**.

Make a call from Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can simply tap and hold

on the Phone screen to dial the contact's number. Before you can create a Speed Dial entry, the number must already exist in Contacts.

To create a Speed Dial entry

1. On the Phone screen, tap **Speed Dial**.
2. Tap **Menu > New.**
3. Tap a contact. Select the phone number that you want to add to Speed Dial.
4. In the **Location** box, select an available location for the new Speed Dial entry.

Note Location **1** is generally reserved for your voice mail, and Speed Dial will designate the next available location by default. If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

Tips

- To create a Speed Dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, then select the phone number for which to create a Speed Dial and an available location for the new Speed Dial entry.
- To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

Make a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

To call a SIM contact

1. Tap **Start > Programs > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

To answer or reject an incoming call

- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END on the device to hang up.

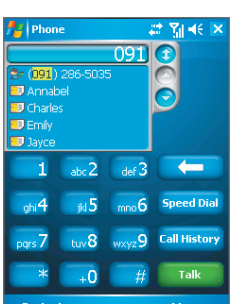
3.4 Smart Dialing

Smart Dialing is a programme that makes it easy for you to dial a phone number. When you start entering numbers or characters, Smart Dialing will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.

Start Smart Dialing

Open the Phone screen, then tap the keys on the Phone keypad that correspond to the phone number or contact you want to call.

When you start entering a number or letter, the Smart Dialing panel will appear automatically on the Phone screen. You can change the panel size according to your needs by tapping the arrow icon .



Smart Dialing panel

Tips on using Smart Dialing

Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

To find a phone number

- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device and SIM card.

To find a contact name

You can just enter the first letter of a contact's first name or surname. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed down to the following names: "**Be**n Miller", "George **Ad**ams", "**C**arter, **E**llen", "**D**ixon, **A**llan".

Make a call or send a text message using Smart Dialing

1. Begin entering the first few numbers or characters.
2. In the Smart Dialing panel, browse the list by tapping the arrows (/) or pressing NAVIGATION up or down to select the desired contact or phone number. When a contact is selected, it expands to also show the corresponding phone number.
3. The highlighted item will move one line when you press NAVIGATION up or down; the highlighted item will scroll one page when you tap the arrows.

4. Do one of the following:
   - When the correct contact is selected, tap **Talk** or press the TALK button ( ) to make a voice call.
   - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.
   - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.

Tap and hold the contact to pop up the shortcut menu.

Tip To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

Set up Smart Dialing

1. On the Phone screen, tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.
   - Select the **Automatically expand selected contact** check box to enable a contact's name and phone number to be displayed when the contact is selected in the matching list.
   - Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.

- Select the **Enable double-click for dialing** check box to make a voice call by double-tapping the item in the matched list.
- In **Scroll unit**, you can set the amount of scrolling when tapping the arrows (/).

3.5 In-call Options

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End** or press END on the device.

To switch between two calls

- Tap **Swap**.

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.
2. Tap **Conference**.

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone

The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.

Warning! To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon ( ) appears on the screen. Tap **Unmute** to turn on the microphone again.

3.6 Additional Dialing Information

Make an emergency call

- Enter the international emergency number for your locale, and tap **Talk**.

Tip Additional emergency numbers may be included in your SIM card. Contact your service provider for details.

Make an international call

1. Tap and hold on the Phone keypad until the **+** sign appears. The **+** replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Talk**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

3.7 Setting Up Bluetooth SIM Access for Car Kit Phones

Car kit phones that support the SIM Access Profile (SAP) can connect to your device and access its SIM card via Bluetooth. Once a SAP connection has been established, you can download SIM contacts from your device to the car kit phone. You can also use the car kit phone to answer and make calls using your device's SIM card.

Notes

- To enable downloading contacts onto the car kit, ensure that all contacts on the device are stored in the SIM card and not in the device memory. Configure the car kit to download contacts only from the SIM card.
- Contact your wireless service provider to find out which car kit phone models are compatible with your device.

1. On your device, make sure that Bluetooth is turned on and set to visible mode. For information about turning on Bluetooth and enabling visible mode, see "Bluetooth modes" in Chapter 6.
2. Tap **Start** > **Programs** > **SAPSettings**.
3. On the BT Remote SIM Access screen, select the **Remote SIM Access** check box then tap **Done**.
4. Connect the car kit phone to your device via Bluetooth. To learn how to connect, consult your car kit phone's manual.
5. If this is the first time you are pairing the car kit phone with your device, enter the car kit's passcode on your device.
6. A pop-up message should appear on your device saying that a connection has been established between your device and car kit phone. Tap **OK**.
7. On the BT Remote SIM Access screen, tap **Done**.

Note You will not be able to make/receive calls, send/receive messages or perform related activities on your device when the SIM Access Profile connection is active. You'll be able to do all these from the car kit phone during this time. After the connection is disconnected, you will be able to use your device as before.

Chapter 4

Synchronising Information

4.1 About Synchronisation

4.2 Using Microsoft Windows Mobile® Device Centre

4.3 Installing and Using Microsoft ActiveSync®

4.4 Synchronising with Your Computer

4.5 Synchronising with Exchange Server

4.6 Synchronising via Infrared and Bluetooth

4.7 Synchronising Music and Video

4.1 About Synchronisation

You can take information from your computer wherever you go by synchronising them to your device. The following types of information can be synchronised between your computer and your device:

- **Microsoft Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **Media**, such as pictures, music and video
- **Favourites**, which are the bookmarked links to your favourite web sites
- **Files**, such as documents and other files

Before you can synchronise, you need to install first the synchronisation software to your computer. For more information, see "Using Microsoft Windows Mobile Device Centre" if you are using Windows Vista™, or see "Installing and Using ActiveSync" if you are using Windows XP®.

Ways to synchronise

After you have installed the synchronisation software to your computer, connect and synchronise your device with your computer by using one of the following methods:

- Connect and synchronise using the supplied USB sync cable.
  Upon connecting the sync cable to your device and your computer, the synchronisation process starts automatically.
- Connect and synchronise using Bluetooth.
  You must first set up a Bluetooth partnership between your device and your computer before you can synchronise information through Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 6. For information about synchronising through Bluetooth, see "Synchronising via Infrared and Bluetooth" later in this chapter.

Try to synchronise frequently in order to keep information up-to-date in both your device and your computer.

Note You can also synchronise Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronise with the Exchange Server, see "Synchronising with Exchange Server" later in this chapter.

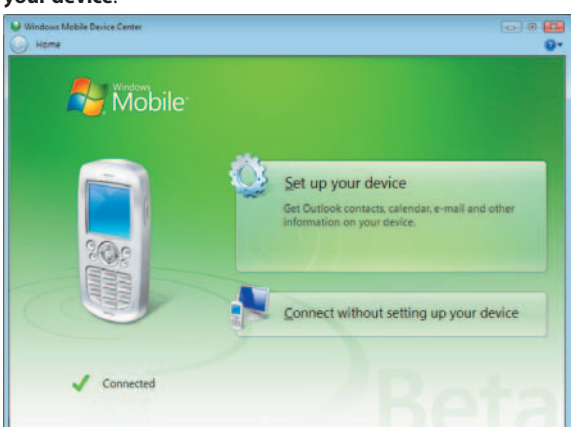
4.2 Using Microsoft Windows Mobile® Device Centre

Microsoft Windows Mobile® Device Centre is the replacement for Microsoft® ActiveSync® on Windows Vista™.

Set up synchronisation

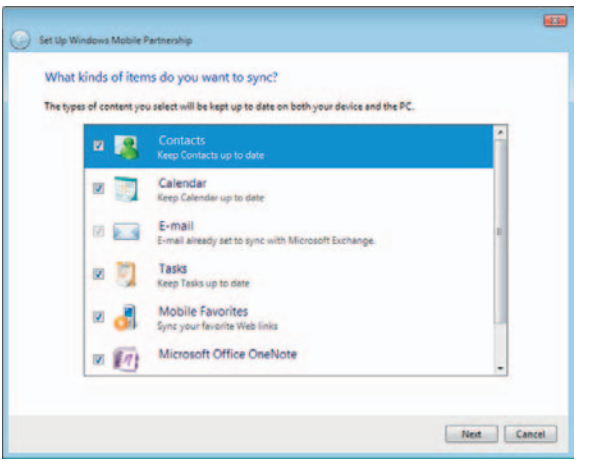
When you connect your device to your PC and start Windows Mobile Device Centre for the first time, you are asked to create a Windows Mobile partnership with your device. Follow the steps below to create a partnership.

1. Connect your device to your PC. Windows Mobile Device Centre configures itself and then opens.
2. On the licence agreement screen, click **Accept**.
3. On the Windows Mobile Device Centre's Home screen, click **Set up your device**.



Note Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device but not sync Outlook information.

4. Select the information types that you want to synchronise then click **Next**.


Set Up Windows Mobile Partnership
What kinds of items do you want to sync?
The types of content you select will be kept up to date on both your device and the PC.
Contacts
Keep Contacts up to date
Calendar
Keep Calendar up to date
E-mail
E-mail already set to sync with Microsoft Exchange.
Tasks
Keep Tasks up to date
Mobile Favorites
Sync your favorite Web links
Microsoft Office OneNote
Next
Cancel

5. Enter a device name and click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Centre synchronises your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronisation.

Use Windows Mobile Device Centre

To start using Windows Mobile Device Centre, click **Start > All Programs > Windows Mobile Device Centre**.

Importing photos and other media from your device to your PC is fast and easy. When you click **Import pictures/video from your device** on the Home screen, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your Windows Vista PC.

Click **Add media to your device** to synchronise music and video files using Windows Media™ Player. For more information, see "Using Windows Media Player Mobile" in Chapter 8.

You can also open and view documents stored on your device directly from Windows Mobile Device Centre.

Note See Windows Mobile Device Centre Help for more information.

4.3 Installing and Using Microsoft ActiveSync®

Follow the steps below to install and set up ActiveSync 4.x on Windows XP or other compatible Windows systems.

Note For a list of compatible Windows systems, please go to http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx.

Install ActiveSync

1. Insert the Getting Started Disc into the disc drive on your PC.
2. ActiveSync is available in English and several other languages. Select the desired language then click **Next**.
3. Click **Setup and Installation**.
4. Select the **ActiveSync** check box and click **Install**.
5. Read the licence terms and click **Accept**.
6. When installation is complete, click **Done**.
7. On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronisation

Follow the steps below to set up a synchronisation partnership.

1. Connect your device to your PC. The Synchronisation Setup Wizard automatically starts and guides you to create a synchronisation partnership. Click **Next** to proceed.
2. To synchronise your device with your PC, clear the **Synchronise directly with a server running Microsoft Exchange** check box then click **Next**.
3. Select the information types that you want to synchronise then click **Next**.
4. Select or clear the **Allow wireless data connections (such as MMS or Internet Calling) on your device while it is connected to your computer** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync synchronises your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronisation.

4.4 Synchronising with Your Computer

Connect your device to the PC using the USB cable, infrared, or Bluetooth connection. Windows Mobile Device Centre or ActiveSync then opens and lets you synchronise.

Tip If you are synchronising directly with Exchange Server, you can use this connection to the PC to "pass through" to the network, or you can synchronise without connecting to the PC over a cellular network. For more information on synchronising with the Exchange Server, see "Synchronising with Exchange Server" later in this chapter.

Start and stop synchronisation

You can manually synchronise either from your device or PC.

From your device

1. Tap **Start** > **Programs** > **ActiveSync.**
2. Tap **Sync**.
   To end synchronisation before it completes, tap **Stop**.

From Windows Mobile Device Centre

1. Tap **Start** > **Windows Mobile Device Centre**.
2. Tap at the lower left of the Windows Mobile Device Centre.
   To end synchronisation before it completes, tap .

From ActiveSync on your PC

When you connect your device to your PC, ActiveSync automatically opens on your PC and synchronises.

- To manually start synchronisation, tap .
- To end synchronisation before it completes, tap .

Change which information is synchronised

You can change the information types and the amount of information to synchronise for each type either from your device or your PC. Follow the steps below to change synchronisation settings from your device.

Note Before changing synchronisation settings on your device, disconnect it from your PC.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the check box for any items you want to synchronise. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
3. To change synchronisation settings for an information type, for instance, **E-mail**, select it and tap **Settings**.
   You can then set the download size limit, specify the time period of information to download, and more.

Note Some information types such as Favourites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your PC's Windows Mobile Device Centre or ActiveSync.

Synchronise with more than one computer

If you have set up a synchronisation partnership between your device and the PC, synchronisation keeps Outlook information up-to-date on both your device and PC.

A PC can have sync partnerships with many different Windows Mobile powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your device will synchronise properly with both PCs, set up the second PC using the same synchronisation settings you used on the first PC.

Notes
- Outlook e-mail can be synchronised with only one computer.
- To stop synchronising with one PC completely, tap **Menu > Options**, tap the computer name, then tap **Delete**.

Sync connection problem

The desktop Microsoft ActiveSync 4.x and later versions utilise a network type of connection with Windows Mobile powered devices, since this allows faster data transfer than a serial USB connection. When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the connection with your device in favour of the Internet or network connection.

If this happens, tap **Start > Settings > Connections tab > USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your PC utilise a serial USB connection with your device.

The **USB to PC** ( ) icon appears on the Today Screen when serial USB connection is used.

4.5 Synchronising with Exchange Server

You can set up synchronisation with Exchange Server on your device, if it is available to you through your company or wireless service provider. However, you should first gather information, such as Exchange Server name, domain name, your user name, and password, and then carry on with the steps. (For information about how to check the Exchange server name and domain on your PC, see "Installing and Using Microsoft ActiveSync.")

Note Before changing synchronisation settings on your device, disconnect it from your PC.

To synchronise directly with Exchange Server

1. Do one of the following:
   - Tap **Start > Messaging**, then tap **Menu > Tools > New Account**. On the E-mail Setup screen, select **Outlook E-mail** in the **Your e-mail provider** list, then tap **Next**.
   - In ActiveSync on your device, tap **Menu > Configure Server**. If you have not yet set up synchronisation with Exchange Server, this appears as **Add Server Source**.
2. In **Server address**, enter the name of the server running Exchange Server, and tap **Next**.
3. Enter your user name, password, and domain, and tap **Next**. To change the rules for resolving synchronisation conflicts, tap **Advanced**.
4. Select the check boxes for the types of information items that you want to synchronise with Exchange Server.
5. To change available synchronisation settings, select the type of information, and tap **Settings**.
6. Tap **Finish**.

Schedule synchronisation with Exchange Server

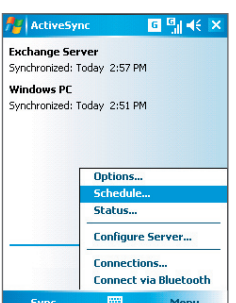
You can schedule information to be synchronised automatically between your device and the Exchange Server, or schedule synchronisation at regular time intervals. Choose between these two methods, depending on your e-mail volume and which method you think is more cost-effective.

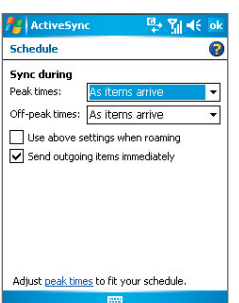
To receive e-mails and synchronise other information instantly

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a GPRS connection on your device.

The Direct Push feature works for your device only if it is connected to a private network (corporate network) that is using Microsoft Exchange Server Service Pack 2 (SP2) with Exchange ActiveSync. You need to perform a full synchronisation between your device and the Exchange Server first before Direct Push can be enabled.

- **Using ActiveSync to enable Direct Push**
  1. In ActiveSync on your device, tap **Menu > Schedule**.
  2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.





- **Using Comm Manager to enable Direct Push**
  1. On the Today screen, tap the **Comm Manager** icon ( ).
  2. On the Comm Manager screen, tap the **Microsoft Direct Push** button. The button will turn to , which indicates that you will receive e-mails as they arrive.

     When the button is in the state, you need to manually retrieve your e-mails.

Note When both the GPRS and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for GPRS, for which you could be charged per your network operator's service plan.

To schedule synchronisation at regular time intervals

You can set how often to synchronise during **Peak times** (which usually refer to your working hours) when e-mail volume is high, as well as **Off-peak times** when e-mail volume is low.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

Tip To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.

4.6 Synchronising via Infrared and Bluetooth

You can connect your device to the PC to synchronise using wireless technologies such as infrared (IR) and Bluetooth.

To synchronise with a computer via infrared

1. Follow the instructions in Windows Mobile Device Centre Help or ActiveSync Help on the computer for setting up your computer to receive infrared beams.
2. Line up the infrared (IR) ports of your device and your computer so that they are unobstructed and within close range.
3. On your device, tap **Start > Programs > ActiveSync.**
4. Tap **Menu > Connect via IR**.

To synchronise with a computer via Bluetooth

1. Follow the instructions in Windows Mobile Device Centre Help or ActiveSync Help on the computer for setting up a Bluetooth connection on your computer.
2. On your device, tap **Start > Programs > ActiveSync**.

3. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.
4. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Chapter 6.

Notes
- To preserve battery power, turn off Bluetooth when not in use.
- To connect and synchronise your device with a computer via Bluetooth, your computer must have built-in Bluetooth or installed with a Bluetooth adapter or dongle.

4.7 Synchronising Music and Video

If you want to carry your music or other digital media along with you while you travel, set up Microsoft Windows Media Player on your computer to synchronise music and video with your device.

Other than selecting the **Media** information type to be synchronised, all media synchronisation settings must be set in Windows Media Player. Before media can be synchronised, you must do the following:

- Install Windows Media Player Version 11 on the PC. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth or infrared, you must end that connection before media can be synchronised.
- Set up a sync partnership between your device and your PC's Windows Media Player.

For more information about Windows Media Player on your device, see "Using Windows Media Player Mobile" in Chapter 8.

Chapter 5

Managing Your Pocket PC Phone

5.1 Personalising Your Pocket PC Phone

5.2 Adding and Removing Programmes

5.3 Managing Memory

5.4 Copying and Managing Files

5.5 Backing Up Data

5.6 Protecting Your Pocket PC Phone

5.7 Resetting Your Pocket PC Phone

5.1 Personalising Your Pocket PC Phone

Customise the Today screen

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customise the Today screen on your device.

To customise the Today screen

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

Tip To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

To add a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.

4. Do any of the following:
   - Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
   - Clear the **Display all day events** check box if you do not want to display all-day events.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
   - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
   - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

Customise the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab **> Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip You can also create folders and shortcuts to appear on the Start menu. In ActiveSync on your PC, click **Explore**. In the Mobile Device window, double-click **My Windows Mobile-Based Device > Windows > Start Menu**, then create the folders and shortcuts that you want. You will see the added items after you synchronise.

Why is the device name important?

The device name is used to identify the device in the following situations:

- Synchronising with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronise multiple devices with the same PC, each device must have a unique name.

To change the device name

1. Tap **Start** > **Settings** > **System** tab > **About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Set Date / Time / Regional Options

You can set up the correct date, time, and regional settings according to your use.

To set the time and date

1. Tap **Start** > **Settings** > **System** tab > **Clock & Alarms** > **Time** tab.
2. Select the correct time zone and change the date or time.

Note During synchronisation, the time on your device is updated with the time on your PC.

To set an alarm

1. Tap **Start** > **Settings** > **System** tab > **Clock & Alarms** > **Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.

5. Tap the alarm icon ( ) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

To change regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System** tab **> Regional Settings**.
2. On the **Region** tab, select your region from the list.

Note This does not change the Operating System language of your device.

3. The region you select determines which options will be available on the other tabs.
4. To customise settings further, tap the appropriate tabs and select the desired options.

Personal and system settings

To reassign programmes or shortcuts to programme buttons

Your device may come with programmes already assigned to hardware buttons. You can customise these buttons to open the programmes you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap **Start > Settings > Personal** tab **> Buttons**.
2. A list of buttons and their current assignments are displayed on the **Program Buttons** tab.

3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the programme or shortcut you want to assign.
5. Tap **OK**.

To increase or decrease the size of text on the screen

1. Tap **Start** > **Settings** > **System** tab > **Screen** > **Text Size** tab.
2. Move the slider to increase or decrease the text size.

To choose how to be notified about events or actions

1. Tap **Start** > **Settings** > **Personal** tab > **Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flashing light helps conserve battery power.

To find the operating system version number

- Tap **Start** > **Settings** > **System** tab > **About**.

The version of the operating system on your device is shown near the top of the About screen.

To get detailed device information

- Tap **Start** > **Settings** > **System** tab > **About**.

The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

To make the battery last longer

- Tap the battery icon ( ) on the Today screen. On the **Advanced** tab of the **Power** settings screen, you can specify when your device turns off the display to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using an SD card or when using a modem or other peripherals.
- Adjust the backlight settings.

To adjust the brightness of the backlight

1. Tap the battery icon ( ) on the Today screen.
2. On the **Power** settings screen, tap **Menu > Backlight**.
3. On the **Brightness** tab, move the slider right to increase the brightness, or left to decrease the brightness.

To set the backlight to dim after a time delay

1. Tap the battery icon ( ) on the Today screen.
2. On the **Power** settings screen, tap **Menu > Backlight**.
3. Tap the **Battery power** tab, or the **External power** tab.
4. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

To configure the button using Task Manager

You can configure the button to shut down running programmes and free up the memory space that's occupied by them.

1. Tap **Start > Settings > System** tab **> Task Manager**.
2. On the **Button** tab, select the **Enable the "X" button to end running programs** check box.
3. Choose the action for shutting down programmes (by tapping the button, tapping and holding the button, or both).
4. Tap **OK**.

Note When the **Enable the "X" button to end running programs** check box is not selected, tapping the "X" button will only close a programme screen. The programme is not ended and continues to run in the background.

Phone settings

You can customise phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. Open the Phone programme to customise these settings.

To change the ring tone

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

Tip To use custom ***.wav**, ***.mid**, ***.mp3**, or ***.wma** files as ring tones, use ActiveSync on your PC to copy the files to the /Windows/Rings folder on your device. Next, select the sound from the Ring tone list. For more information about copying files to your device, see ActiveSync Help on your PC.

To change the ring type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring type** list, tap the desired option.

To change the keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your phone such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

Phone services

Phone services, such as Call Waiting, enable you to choose how to handle all incoming calls on your device.

To choose the services

1. Tap **Start > Settings > Personal** tab **> Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.

Networks

You can view available mobile phone networks, determine the order in which your device accesses another network if the current one is unavailable, and specify whether you want to change networks manually or automatically. For more information about network settings, see Help on your device.

To change phone network settings

1. Tap **Start** > **Settings** > **Personal** tab > **Phone** > **Network** tab.
2. By default, your device displays the current network as offered by your service provider. You can customise to set your preferred network.

To set preferred networks

1. Tap **Start** > **Settings** > **Personal** tab > **Phone** > **Network** tab. By default, the **Network selection** field is set to **Automatic**. However, you can set it to **Manual** to choose your own network at any point of time.
2. Tap **Set Networks**.
3. Select the networks on the **Phone: Preferred networks** screen and sort them according to your preference.
4. Tap **OK**.

5.2 Adding and Removing Programmes

Before you purchase additional programmes for your device, you should note the model name of your device, the version of Windows Mobile software running on it, and the type of processor. This information will help you select a programme that is compatible with your device. For more information, see "To get detailed device information" and "To find the operating system version number" in this chapter.

Programmes available for purchase usually include a Setup programme (commonly named "setup.exe") that you must first run on your PC. You can then use ActiveSync to add programmes to your device, or add a programme directly from the Internet.

To add programmes

1. Download the programme to your PC (or insert the CD or disc that contains the programme into your PC). You may see a single ***.exe** file, a ***.zip** file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a programme designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the programme. Many programmes provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the ***.exe** file.
   - If the executable file is an installation wizard, follow the instructions on the screen. The wizard will automatically install the programme to your device.
   - If an installation wizard does not start, you will see an error message stating that the programme is valid but that it is designed for a different type of computer. You will need to copy this programme directly to your device. If you cannot find any installation instructions for the programme, use ActiveSync to copy the programme file to the Program Files folder on your device.

To remove programmes

You can only remove programmes that you installed. Programmes that come with your device cannot be removed.

1. Tap **Start** > **Settings** > **System** tab > **Remove Programs**.
2. In the **Programs in storage memory** list, select the programme you want to remove, and tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.

5.3 Managing Memory

You may need to stop a programme if it becomes unstable or the programme memory is low.

To see how much memory is available

- Tap **Start** > **Settings** > **System** tab > **Memory**.
- On the **Main** tab, the amount of memory allocated to file and data storage versus programme storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory

You can see how much memory is available on a storage card that is inserted in your device.

1. Tap **Start** > **Settings** > **System** tab > **Memory**.
2. Tap the **Storage Card** tab.

To free up programme memory

Try the following to free memory on your device:

- Close programmes you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start** > **Programs** > **File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu** > **Edit** > **Paste**.
- Delete unnecessary files. Tap **Start** > **Programs** > **File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start** > **Programs** > **Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see "Internet Explorer Mobile" in Chapter 6.
- Remove programmes you no longer use.
- Reset your device.

To close a programme

Tapping the ✕ button in a programme may just close the programme screen. In this case, the programme continues to run in the background. You can end running programmes manually by following these steps:

1. Tap **Start** > **Settings** > **System** tab > **Memory** > **Running Programs** tab.
2. In the **Running Programs List**, tap the programme you want to close, and tap **Stop**.

Tips

- In most programmes, you can also use the on-screen keyboard shortcut **Ctl+q** to shut down the programme.
- You can configure the ✕ button to directly shut down running programmes. For more information, see "To configure the ✕ button using Task Manager".

5.4 Copying and Managing Files

You can copy files between your device and PC using Windows Mobile Device Centre or ActiveSync, or copy files to a storage card that is inserted on your device. You can also efficiently manage your files and folders using File Explorer.

Copy files using Windows Mobile Device Centre or ActiveSync

Using Windows Mobile Device Centre or ActiveSync, you can copy files from your PC to your device and vice versa.

To copy a file between your device and the PC

1. Connect your device to the PC.
2. Click **File Management** > **Browse** in Windows Mobile Device Centre or click **Explore** in ActiveSync on your PC. This opens the Mobile Device folder for your device.
3. Browse your device for files that you want to copy to your PC.
4. To copy a file from your device to your PC:
   a. In the Mobile Device folder, go to the file that you want to copy.
   b. Right-click the file, then click **Copy**.
   c. Locate the destination folder on your PC. Right-click the folder, then click **Paste**.

5. To copy a file from your PC to your device:
    a. On your PC, navigate to the folder that contains the file you want to copy.
    b. Right-click the file, then click **Copy**.
    c. Right-click the destination folder under Mobile Device, then click **Paste**.

Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronised, changes made to one file will not affect the other. If you want file changes to be automatically updated on your device and PC, you can synchronise files between your device and PC. For more information about synchronising with a computer, see Chapter 4.

Use File Explorer

File Explorer lets you browse the contents of folders on your device. The root folder on the device is named My Device. My Device is similar to My Computer on the PC and contains the My Documents, Program Files, Temp, Storage Card, and Windows folders, among others.

To use File Explorer

1. Tap **Start** > **Programs** > **File Explorer**.
2. Tap a folder or file to open it.
3. To return to an upper level folder, tap the Down arrow (▼) and select the folder.
4. To delete, rename, or copy a file quickly, tap and hold the file then choose the desired operation from the shortcut menu. To select multiple files, tap and drag over the desired files.

Store files to a storage card

To copy files to a storage card

1. Make sure the storage card is properly inserted into your device.
2. Tap **Start** > **Programs** > **File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the Down arrow (▼) then tap **Storage Card** from the list.
5. Tap **Menu** > **Edit** > **Paste**.

To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programmes, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the programme file list, tap **Menu > Options**.
2. With a storage card inserted in your device, in the **Save to** box, select the appropriate storage card to automatically save new files on the storage card.
3. Tap **OK**.

Note In the file or note list, a storage card symbol ( ) is displayed next to the names of files saved on a storage card.

5.5 Backing Up Data

Use **Sprite Backup** to back up data, which includes settings, files, contacts, and all other information, to a storage card or to a designated folder on your device.

This section describes the basics on how to install Sprite Backup and use it to back up and restore data on your device. For more information about this programme, see Help on your device:

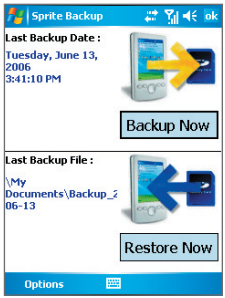
To install Sprite Backup

1. Make sure your device is connected to your computer via a USB cable.
2. Install Sprite Backup on your device from the PC using the CD or disc. Follow the on-screen instructions on your computer to complete the installation.
3. After the installation is completed, the Setup Wizard on your computer will set up Sprite Backup on your device. Follow the on-screen instructions to complete the setup.

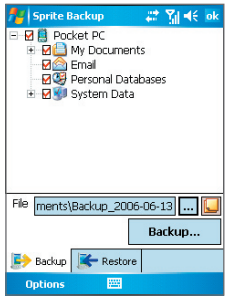
To open Sprite Backup

- On your device, tap **Start > Programs > Sprite Backup**.

Sprite Backup can operate in two different modes: **Basic mode** and **Advanced mode**. The first time you run Sprite Backup, it will be in Basic Mode. To switch between the modes, tap **Options** then select the desired mode.



Basic mode



Advanced mode

Basic mode

Basic mode is the default mode, and allows you to easily back up your entire Pocket PC with the tap of a button.

Note To change backup options or location, you will need to do it in Advanced mode.

To back up data in Basic mode

1. On the Basic mode screen, tap **Backup Now**.
2. Specify a password (between 6 to 15 characters in length) for the backup file. Enter this password twice, then tap **OK**.
3. Follow the on-screen instructions to complete the backup.

To restore data in Basic mode

1. On the Basic mode screen, tap **Restore Now**.
2. Enter the password for the backup file, then tap **OK**.
3. Follow the on-screen instructions to complete the restoration process.

Advanced mode

Advanced mode is designed for users with more advanced backup requirements. It provides a tree view of the data on your device from which you can select what items you want to back up or restore.

To back up data in Advanced mode

1. Tap **Options** > **Switch to Advanced Mode**.
2. The **Backup** tab of the Advanced mode screen shows a tree view of the data and files on your device. Tap the '+' symbol at the left of an item to view its sub-items. Use the check boxes to select or exclude items for backup.
3. Tap **Backup** and follow the on-screen instructions to complete the backup.

To restore data in Advanced mode

1. On the Advanced mode screen, tap the **Restore** tab.
2. If there is a most recent backup file, this file will be displayed with its contents. Otherwise, if you want to use an older backup file, tap ... then select the desired file.

   If the backup file is password protected, the password must be entered before the backup file can be displayed in the tree view.
3. In the tree view, select the check boxes of items you want to be restored.
4. Tap the **Restore** button and follow the on-screen instructions to restore.

Note In both the Basic and Advanced modes, Sprite Backup soft resets your device first before it begins the backup or restoration process. It soft resets again after the operation is completed.

Backup options

To change the backup location and file name

1. On the Advanced mode screen, tap the **Backup** tab.
2. Tap ... then enter the backup file name and choose whether to save the file to the **Storage Card** or the **My Documents** folder on your device.
3. Tap **OK**.

To disable automatic file naming

1. Tap **Options** > **Backup Options** > **General Backup Options**.
2. Clear the **Name Backup Files Automatically** check box, then tap **OK**.

3. Before you perform a backup, tap [...] then specify a backup file name.

To schedule automatic backups

1. Tap **Options > Scheduled Backup**, then tap **Change Scheduling**.
2. Select the **Enable Scheduled Backup** check box, and set the frequency of backups to perform, date and time, and other options.
3. Tap **OK**.

To enable remote backups to the computer via ActiveSync

1. Tap **Options > Networking**.
2. Select the **Enable Remote Backup** check box.
3. Select **Via ActiveSync**, then tap **OK**.
4. Tap [...] then in the **Location list**, select **PC** and tap **OK**.

5.6 Protecting Your Pocket PC Phone

There are two kinds of protection that you can set for your device:

- You can protect your SIM card from unauthorised use by assigning a PIN (personal identification number). Your first PIN will be given to you by your wireless service provider; you can change the PIN later.
- Additionally, you can prevent unauthorised access to any part of the device by using password protection. You can help keep your data more secure by requiring a password every time the device is turned on. You create your own password when you begin using your device.

To protect your SIM card with a PIN

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. Select the **Require PIN when phone is used** check box.
3. To change the PIN at any time, tap **Change PIN**.

Tip Emergency calls can be placed at any time, without requiring a PIN.

To protect your device with a password

1. Tap **Start** > **Settings** > **Personal** tab > **Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be idle before a password is required. In the **Password type** box, select the type of password you would like to use. Enter the password and, if necessary, confirm the password.

   If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.
3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password. The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

Notes

- Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.
- If you forget your password, you must follow the instructions in this user manual to clear the memory before you can access your device.

To change your password

1. Tap **Start** > **Settings** > **Personal** tab > **Lock**. You will be prompted to enter your current password.
2. In the **Password** box, enter your new password.
3. On the **Hint** tab, enter a phrase that will help you remember your new password, but does not allow others to guess your password. The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**.

To display owner information on the 'my info' screen

Having your contact information displayed on the 'my info' screen on startup allows for easy identification of the device in case it is lost.

1. Tap **Start** > **Settings** > **Personal** tab > **Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.

3. If you want additional text displayed, tap the **Notes** tab and enter the text (for instance: Reward if found).
4. On the **Options** tab, select the **Notes** check box.
5. Tap **OK**.

Tip To display owner information on the Today screen, tap **Start > Settings > Personal** tab **> Today**. On the **Items** tab, select the **Owner Info** check box.

5.7 Resetting Your Pocket PC Phone

Occasionally, you may need to reset your device. A normal (or soft) reset of your device clears all active programme memory and shuts down all active programmes. This can be useful when your device is running slower than normal, or a programme is not performing properly. A soft reset is also necessary after the installation of some programmes. If a soft reset is performed when programmes are running, unsaved work will be lost.

You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings - the way it was when you first purchased it and turned it on. Any programmes you installed, data you entered, and settings you customised on your device will be lost. Only Windows Mobile software and other pre-installed programmes will remain.

To perform a soft reset

- Use the stylus to press the RESET button found at the bottom of your device. Your device restarts and displays the Today screen.

To perform a hard reset

1. Press and hold the left SOFT KEY and the right SOFT KEY, and at the same time, use the stylus to press the RESET button at the bottom of your device.
2. Release the stylus, but continue pressing the two SOFT KEYs until you see the following message on the screen:

```
Press SEND to restore
factory default,
press END to quit.
```

3. Release the two SOFT KEYs, and then press the button on your device.

Warning! Your device will be set back to factory default settings. Please ensure any additional installed programmes and/or user data have been backed up before a hard reset is performed.

Chapter 6

Getting Connected

6.1 Connecting to the Internet
6.2 Internet Explorer Mobile
6.3 Using Comm Manager
6.4 Using Bluetooth
6.5 Using Wi-Fi
6.6 Using Internet Sharing
6.7 Using Spb GPRS Monitor
6.8 Using Terminal Services Client

6.1 Connecting to the Internet

Your device is equipped with powerful networking functions that enable you to connect to the Internet through Wi-Fi, GPRS (General Packet Radio Service) or the mobile phone network.

Connecting your device to the Internet through a private or free wireless network is your best choice since this will not incur any cost. Take note, however, that using Wi-Fi on your device will drain battery power faster. For more information about setting up a Wi-Fi connection, see "Using Wi-Fi" later in this chapter.

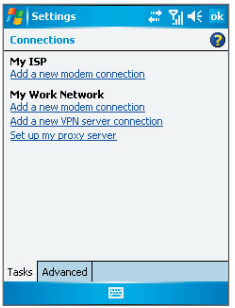
In times when you are not within the coverage of a wireless network, you can either use GPRS or phone dial-up to connect your device to the Internet or your corporate network. Your device has two groups of connection settings: **My ISP** (Internet Service Provider) and **My Work Network**. The My ISP settings are used to connect to the Internet, while My Work Network settings can be used to connect to any private, corporate network.

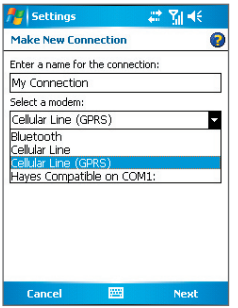
To set up a GPRS connection to the Internet

GPRS is a non-voice value-added service that allows information to be sent and received across a mobile telephone network. You can use GPRS to connect to the Internet or to send and receive MMS on your device. You will be billed per KB (Kilobyte) by your wireless service provider when you are sending or receiving information via GPRS.

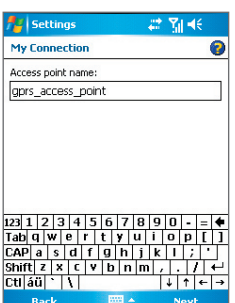
If GPRS settings are not preset on your device, obtain the **Access point name** from your wireless service provider. Also, check with your wireless service provider if a user name and password are required.

1. Tap **Start > Settings > Connections** tab **> Connections**.
2. Under **My ISP**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line (GPRS)**, then tap **Next**.





5. Enter the Access point name, then tap **Next**.



6. Enter the user name and password, only if required.
7. Tap **Finish**.

Notes

- To view help information for any screen, tap the help icon ( ).
- To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

To set up a dial-up connection to your ISP

When you use your device to dial up to your ISP and connect to the Internet, you will be billed by the number of minutes that you use.

To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. Tap **Start** > **Settings** > **Connections** tab > **Connections**.
2. Under **My ISP**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP.
7. Tap **Finish**.

To set up a connection to a private network

1. Obtain the following information from your network administrator:
   - Server phone number
   - User name
   - Password
   - Domain (and other required settings, such as IP address)
2. Tap **Start** > **Settings** > **Connections** tab > **Connections**.
3. In **My Work Network**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

To start a connection

After setting up a connection such as GPRS or ISP dial-up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a programme that requires an Internet connection. For example, when you start Internet Explorer Mobile to browse the Internet, your device connects automatically.

If you have set up multiple types of connections on your device, you can manually start a connection.

1. Tap **Start** > **Settings** > **Connections** tab > **Connections**.
2. Tap **Manage existing connections**.
3. Tap and hold the name of the desired connection, then tap **Connect**.

To disconnect the GPRS connection

Do one of the following:

- Tap the Comm Manager icon ( ) on the Today screen, then tap the **Data Connection** button ( ).
- Press and hold END ( ) on your device for at least three seconds.

6.2 Internet Explorer Mobile

Internet Explorer is a full-featured Internet browser, optimised for use on your device.

To start Internet Explorer

- Tap **Start** > **Internet Explorer**.

To set a Home page

1. In the address bar on top of the Internet Explorer screen, enter the desired Web page address. Tap to open the Web page.
2. Tap **Menu** > **Tools** > **Options** > **General** tab.
3. Do one of the following:
   - To use the displayed page as the Home page, tap **Use Current**.
   - To use the default Home page, tap **Use Default**.

Tip To go to your Home page, tap **Menu** > **Home**.

To transfer favourites from your PC

You can transfer the favourites you have stored on your PC to your device by synchronising the Internet Explorer favourites on your PC with your device.

1. In Windows Mobile Device Centre or ActiveSync on your PC, on the **Tools** menu, click **Options**, and select **Favorites**.
2. In Internet Explorer on your PC, click **Favorites > Add to Favorites** and save or move favourite links to the Mobile Favorites subfolder in the Favourites list.
3. Connect your device to your PC. If synchronisation does not start automatically, click **Sync**.

To add a favourite

1. In Internet Explorer Mobile, go to the page you want to add.
2. Tap and hold the page, and tap **Add to Favorites**.
3. Confirm or change the name, and select a folder for storing the favourite.
4. Tap **Add**.

To delete a favourite or folder

1. In Internet Explorer Mobile, tap **Menu > Favorites > Add/Delete** tab.
2. Select the item you want to delete, and tap **Delete**.

To change the size of text on Web pages

- In Internet Explorer Mobile, tap **Menu > Zoom**, and tap the size you want.

To change how Web pages fill the screen

1. In Internet Explorer Mobile, tap **Menu > View**.
2. Tap one of the following:
   - **One Column**. Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
   - **Default**. Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
   - **Desktop**. Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

To clear the History list

1. In Internet Explorer Mobile, tap **Menu** > **Tools** > **Options** > **Memory** tab.
2. Tap **Clear History**.

To save a picture from a Web page

1. In Internet Explorer Mobile, tap and hold the picture, and tap **Save Image**.
2. Do one of the following:
   - To save the picture in **My Pictures** on your device, tap **Yes**.
   - To save the picture in another location, such as a storage card, tap **Save As**.

To delete temporary Internet files

Your device temporarily stores Web pages that you frequently visit or have visited recently to speed up the display of these Web pages when you access them. You may want to delete these files to free storage space.

1. In Internet Explorer Mobile, tap **Menu** > **Tools** > **Options** > **Memory** tab.
2. Tap **Delete Files**. All pages stored on your device, including offline favourites content, will be deleted.

To set up Internet security settings

Cookies are small files containing information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your device.

1. In Internet Explorer Mobile, tap **Menu** > **Tools** > **Options** > **Security** tab.
2. To prevent Internet Explorer Mobile from accepting any cookies, clear the **Allow cookies** check box.
3. Select the check boxes for the other security options you want, and tap **OK**.

6.3 Using Comm Manager

Comm Manager acts like a central switcher that lets you enable or disable phone features as well as manage your data connections easily.

To open Comm Manager

- Tap the **Comm Manager** icon ( ) on the Today screen; or
- Tap **Start > Settings > Connections** tab **> Comm Manager**.

Simply tap the corresponding button to enable or disable a feature.

1. Tap to toggle between turning on or off Flight mode.
2. Tap to toggle between turning on or off Bluetooth. Tap **Settings > Bluetooth** to configure Bluetooth on your device. See "Using Bluetooth" for details.
3. Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. For more information, see "Schedule synchronisation with Exchange Server" in Chapter 4.
4. Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.
5. Tap to toggle between enabling or disabling the phone. Tap **Settings > Phone** to set the ring tone and other phone settings. For more information about customising phone settings, see Chapter 5.
6. Tap to toggle between turning on or off Wi-Fi. Tap **Settings > Wireless LAN** to configure Wi-Fi on your device. See "Using Wi-Fi" for details.
7. Tap to disconnect active data services (e.g. GPRS). You cannot reconnect data services in Comm Manager.
8. Tap to open ActiveSync so you can synchronise the device and computer. For more information about the configuration settings for ActiveSync, see Chapter 4.

6.4 Using Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information within a distance of about 10 metres without requiring a physical connection. You can even beam information to a device in a different room, as long as it is within the Bluetooth signal coverage range.

Bluetooth can be used in the following ways:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Synchronise information between your device and computer via Bluetooth.
- Use a Bluetooth-enabled headset (or other Bluetooth-enabled hands-free device such as a car kit) with your device for hands-free phone conversations.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.
- Create a connection between your device and another Bluetooth-enabled phone to use that phone as a modem.

Note Normally, you will need another phone as a modem only if your Pocket PC device has no integrated phone capability.

Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On**. Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn Bluetooth off at times in order to conserve battery power, or in situations where using a wireless device is prohibited, such as on board an aircraft and in hospitals.
- **Visible**. Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

Note By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

To turn Bluetooth on and make your device visible

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes.
3. Tap **OK**.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner. Creating a partnership between two devices involves entering the same Bluetooth passcode on both devices.

Creating a partnership between two devices is a one-time process. Once a partnership is created, the devices can recognise the partnership and exchange information without entering a passcode again. Make sure that on the two devices, Bluetooth is turned on and in visible mode.

To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. On the **Devices** tab, tap **Add new device**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box.
4. Tap **Next**.
5. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.
6. Tap **Next**.
7. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
8. The name of the paired device is then displayed. You may edit and enter a new name for that device.
9. Select the check boxes of services that you want to use from the paired device.
10. Tap **Finish**.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

To rename a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. On the shortcut menu, tap **Edit**.
4. Enter a new name for the partnership.
5. Tap **Save**.

To delete a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. Tap **Delete**.

Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device.

Your device also supports A2DP (Advanced Audio Distribution Profile) which is for stereo audio over Bluetooth. This means that you can use a Bluetooth stereo headset with your device for hands-free phone conversations as well as for listening to stereo music. Make sure that your stereo headset also supports A2DP.

Just like when connecting to any Bluetooth device, you also need to enter a passcode when connecting to a Bluetooth hands-free or stereo headset. The passcode is fixed and cannot be changed on a Bluetooth headset. Before you connect it to your device, check for the proper passcode in the manufacturer's documentation.

To connect a Bluetooth hands-free or stereo headset

1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. Tap **Start > Settings > Connections** tab.
3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in the list.
4. Tap the name of the Bluetooth headset, then tap **Next**.
5. Enter the passcode of the Bluetooth headset, then tap **Next**.
6. Make sure the **Hands Free** check box is selected.

   If you have a Bluetooth stereo headset, also make sure the **Wireless Stereo** check box is selected.

7. Tap **Finish**.

Note If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 3 above. Tap and hold the name of the Bluetooth stereo headset and tap **Set as Wireless Stereo**.

Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your device to your computer or to another Bluetooth-enabled device.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see "To turn Bluetooth on and make your device visible".
2. You also need to set Bluetooth on your computer to visible mode. Do one of the following:
   - If your computer has Windows XP SP2 and your computer's built-in or external Bluetooth adapter is supported by Windows XP SP2, open **Bluetooth Devices** from the Control Panel. Click the **Options** tab, then select the **Turn discovery on** and the **Allow Bluetooth devices to connect to this computer** options.
   - If the Bluetooth adapter on your computer was installed using a third-party provided driver, open the Bluetooth software that came with the Bluetooth adapter. This software varies by manufacturer, but in most cases, you will find a **Bluetooth Configuration** utility which you can open from the Control Panel. After Bluetooth Configuration opens, click the **Accessibility** tab, then select **Let other Bluetooth devices to discover this computer**. Refer to the Bluetooth adapter's documentation for more information.
3. Create a Bluetooth partnership between the two devices. For information about creating a partnership, see "Bluetooth partnerships".

   After a partnership has been created successfully, your computer is ready to receive Bluetooth beams.
4. On your device, tap and hold an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.

5. To beam a contact, tap **Menu > Send Contact > Beam**.

   To beam other types of information, tap **Menu > Beam [type of item]**.

6. Tap the device name to which you want to send the beam.
7. If you beamed an Outlook item and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Pocket PC, follow steps 3 to 6 in the above procedure.

Note If the computer or device you want to beam to does not appear in your device's Bluetooth list, make sure that its Bluetooth is turned on and set to visible mode.

To receive a Bluetooth beam

Your device will not detect and notify you of incoming Bluetooth beams unless you set it up to do this.

1. Tap **Start > Settings > Connections** tab **> Beam**.
2. Select the **Receive all incoming beams** check box.
3. Make sure your device is turned on, visible, and within close range of the device that is beaming the information.
4. When prompted to receive an incoming beam, tap **Yes** to receive the beamed information.

Tip Selecting the **Receive all incoming beams** check box also allows the device to detect and receive infrared beams.

Bluetooth Explorer and Bluetooth file sharing

Bluetooth Explorer searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable **Bluetooth file sharing** on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

To enable Bluetooth Explorer and Bluetooth file sharing on your device

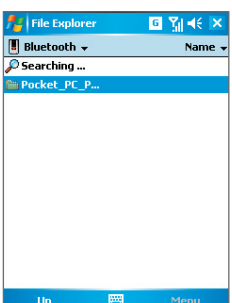
1. Tap **Start > Settings > Connections** tab **> Bluetooth > FTP** tab.
2. Select the **Enable Bluetooth Explorer** check box. This makes the **\Bluetooth** device folder visible in the File Explorer.

3. Select the **Enable File Sharing** check box.

   You can use the default Bluetooth shared folder, or tap **Browse** to use another folder as your shared folder.

To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer programme. You can open it by tapping **Start** > **Programs** > **Bluetooth Explorer** or by tapping Down arrow (▼) on the upper left of File Explorer then tapping **Bluetooth**.
2. Bluetooth Explorer then scans for other Bluetooth devices that have file sharing enabled. From the list, tap to select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the selected device.



3. If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen.

   Select one or more files, then tap **Menu** > **Edit** and choose to cut or copy the files.
4. Tap **Up** twice.
5. Navigate to the folder where you want to paste the files on your device, then tap **Menu** > **Edit** > **Paste**.

Use the device as a Bluetooth modem

You can connect your device to a notebook or desktop computer through Bluetooth and use the device as a modem for the computer.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

For the computer to use the Internet connection of your device, activate Internet Sharing on your device, then set up a Bluetooth Personal Area Network (PAN) between the computer and your device.

1. On your device, turn on Bluetooth and set it to visible mode.
2. Initiate a Bluetooth partnership from your device by following the steps in "To create a Bluetooth partnership."

   Alternatively, you can initiate a Bluetooth partnership from the computer by following these steps (based on Windows XP SP2):

   a. In the Control Panel or System Tray, double-click the **Bluetooth Devices** icon.

   b. In the Bluetooth Devices window, click **Add**.

   c. The Add Bluetooth Device Wizard opens. Select the **My device is set up and ready to be found** check box, then click **Next**.

   d. The wizard then detects your device and displays its name in the dialog box. Select the device name, then click **Next**.

   e. Select **Let me choose my own passkey**, then enter a passcode (1 up to 16 digits) that will serve as an identification number for establishing a secure connection between your device and the computer. Click **Next**.

   f. A confirmation message then appears on your device. Tap **Yes** to accept the connection, enter the same passcode, then tap **Next**.

   g. On the computer, click **Finish** to exit the wizard.

   h. On your device's Partnership Settings screen, you can change the display name for the computer, then tap **Finish**.
3. Now, open the Internet Sharing programme on your device. Tap **Start > Programs > Internet Sharing**.
4. Select **Bluetooth PAN** as the **PC Connection**.

5. From the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
6. Tap **Connect**.
7. On your computer, set up a Bluetooth Personal Area Network (PAN) with your device:
   a. Tap **Start > Control Panel > Network Connections**.
   b. Under **Personal Area Network**, click the **Bluetooth Network Connection** icon.
   c. Under **Network Tasks**, click **View Bluetooth network devices**.
   d. In the Bluetooth Personal Area Network Devices dialog box, select your device, then click **Connect**.
8. On the Internet Sharing screen on your device, check if a connected status is displayed, which indicates that your computer has been successfully connected to the Internet using your device as a Bluetooth modem.

Use another Bluetooth phone as a modem

You can use another phone that has Bluetooth as a modem for your device to browse the Internet or to transfer other information.

To do this, create a Bluetooth modem connection on your device and then send information to the phone by using Bluetooth. The phone relays the information over the mobile phone network and then sends back to your device any information that you had requested over the connection.

Once you create a modem connection to the Bluetooth phone, you can reuse it whenever you want to use the phone as a modem. Make sure that Bluetooth is turned on and visible mode is enabled on both your device and the phone, and that the two are within close range.

Note Normally, you will need another phone as a modem only if your Pocket PC device has no integrated phone capability.

To use a Bluetooth phone as a modem for your device

1. On your device, tap **Start** > **Settings** > **Connections** tab > **Connections**.
2. Tap **Add a new modem connection**.
3. Enter a name for the connection.
4. In the **Select a modem** list, tap **Bluetooth**.
5. Tap **Next**.
6. If the phone appears in the **My Connections** list, skip to step 11.
7. If the phone does not appear in the **My Connections** list, tap **Add new device**, and follow the remaining steps.
8. Select the phone from the list and tap **Next**.
9. Enter a passcode and tap **Next**.
10. Enter the same passcode on the phone and tap **Finish**.
11. In the **My Connections** list on your device, select the phone and tap **Next**.
12. Enter the phone number to dial for this connection and tap **Next**.
13. Enter the required logon information for this connection and tap **Finish**.

6.5 Using Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 100 metres. To use Wi-Fi on your device, you need access to a wireless access point of your service provider. When you are in public places such as in a coffee shop or restaurant, you will need access to their public wireless access points (also referred to as "hotspots").

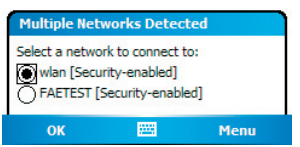
Note The availability and range of your device's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

To connect to a wireless network

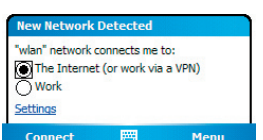
1. Open the **Comm Manager**.
2. Tap the **WLAN** button to turn on/off the wireless function. The WLAN icon indicates the wireless status.

   : Wi-Fi is turned on.

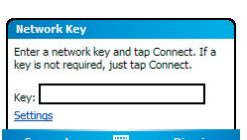
   : Wi-Fi is turned off.
3. After Wi-Fi has been turned on, your device then scans for available wireless networks in your area. The network names of the detected wireless networks will be displayed on a pop-up message window. Tap the desired wireless LAN, then tap **OK**.



4. On the next pop-up message window, tap **The Internet** if the wireless LAN connects your device to the Internet. Otherwise, tap **Work** if the wireless LAN connects your device to a private network.



5. If the wireless LAN is secured by a network key, enter this key, then tap **Connect**.



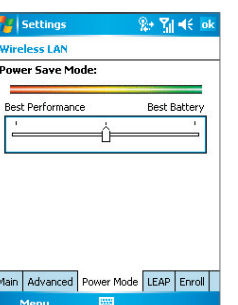
Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).

Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks, however.

To save battery power while connected to a wireless network

1. Tap **Start > Settings > Connections** tab > **Wireless LAN** to open the Wireless LAN Settings screen.
2. On the **Power Mode** tab of the Wireless LAN Settings screen, move the **Power Save Mode** slider to a position that optimises performance with the least power consumption.

   For example, move the slider to the left (Best Performance) to have the optimal WLAN performance; move to the right (Best Battery) to obtain the maximum battery usage.



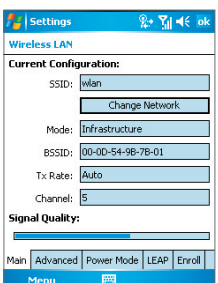
To check the wireless LAN status

You can check the current wireless connection status from the following three screens of your device:

- **Title bar**. When you enable Wi-Fi on your device, the Wi-Fi ON icon ( ) will appear on the title bar of the Today screen.

  After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon ( ) appears on the title bar. The arrows in this icon will move back and forth while your device is scanning for a wireless LAN signal. Once your device successfully connects to a wireless LAN, the arrows stop moving.

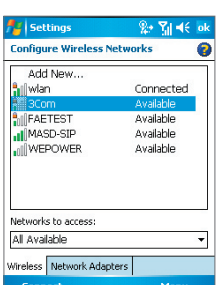
- **Wireless LAN screen** (the Main tab). Here, it shows the name of the wireless network that your device is currently connected to. The configuration and signal quality of the wireless network are also shown.



- **Configure Wireless Networks screen**. Tap **Start > Settings > Connections** tab **> Wi-Fi > Wireless** tab. This screen displays the wireless networks currently available.

  To connect to a wireless network in the list, tap and hold on the desired network, then tap **Connect**.

  Tap a wireless network in the list to view or change its connection settings. You can also add new wireless networks, if available, by tapping **Add New**.



6.6 Using Internet Sharing

Internet Sharing connects your PC or notebook computer to the Internet by using your device's data connection (GPRS for instance). You can choose to connect via USB or Bluetooth.

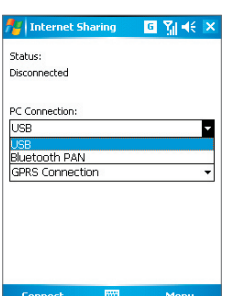
Follow the procedure in this section to set up your device as a USB modem. To learn how to set up your device as a Bluetooth modem, see "Use the device as a Bluetooth modem" in this chapter.

Notes

- Make sure your device has a SIM card installed, and you have set up a GPRS or phone dial-up modem connection on your device. If your device has not been set up with a data connection yet, tap **Menu > Connection Settings** on the Internet Sharing screen. For more information about setting up a GPRS connection, see "To set up a GPRS connection to the Internet". For more information about setting up a phone dial-up connection, see "To set up a dial-up connection to your ISP".
- If you want to use a USB cable connection, you must first install Microsoft ActiveSync version 4.5 or Windows Mobile Device Centre on the computer. See Chapter 4 for details.
- Before using Internet Sharing, disable ActiveSync on your computer.

To set up your device as a USB modem

1. On your device, tap **Start > Programs > Internet Sharing**.
2. In the **PC Connection** list, select **USB**.
3. In the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
4. Plug in the USB cable between your device and the computer.
5. Tap **Connect**.



To end the Internet connection

- On the Internet Sharing screen, tap **Disconnect**.

6.7 Using Spb GPRS Monitor

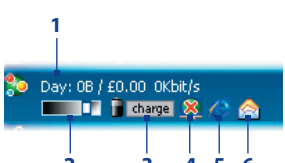
Spb GPRS Monitor measures the amount of data transfers that you have made via GPRS or a phone dial-up connection, and calculates network usage costs. Using this programme, you can monitor how much data you have sent and received on your device, and check the network usage costs by taking into account your service plan details: inclusive data amount, data block size, etc. You can also view connection cost and traffic charts, generate reports of network connection usage, and export reports to CSV files for use with Microsoft® Excel and Access.

Install GPRS Monitor

The GPRS Monitor programme is included on the disc. To install it onto your device, run the programme's installer on your computer. Follow the on-screen instructions on your computer and your device to complete the installation.

The Today Plug-in

After you have installed GPRS Monitor on your device, you will find its programme icon in **Start > Programs**. In addition, GPRS Monitor is also added to the Today screen as a plug-in. This plug-in shows connection statistics, a brightness panel, battery panel, and shortcut icons.



1. Tap to open the GPRS Monitor screen where you can set up monitoring, view cost and traffic charts, and generate reports.
2. Tap inside the control bar to adjust the backlight level.
3. This is the battery power monitor. Tap it to access the Power Settings screen.
4. Tap to toggle between connecting or disconnecting your default data connection.
5. Tap to open Internet Explorer Mobile.
6. Tap to open Messaging.

To show or hide items on the Today Plug-in

1. Tap **Start** > **Settings** > **Personal** tab > **Today**.
2. On the **Items** tab, tap **GPRS Monitor** then tap **Options**.
3. On the **Display** tab, specify the refresh interval for updating statistics, time period for monitoring data transfers, and the types of information to be shown on the plug-in.
4. On the **Additional Items** tab, choose whether to show or hide the brightness panel, battery panel, and shortcut icons on the plug-in.
5. Tap **OK**.

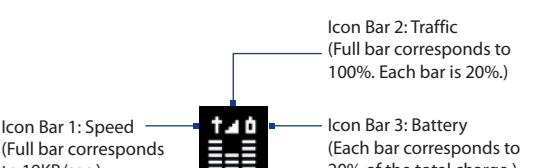
The GPRS Monitor icon and pop-up window

Another way of displaying status information visually is by enabling the GPRS Monitor icon to be shown on the title bar. This icon shows the GPRS/dial-up connection speed, data traffic, and battery status.

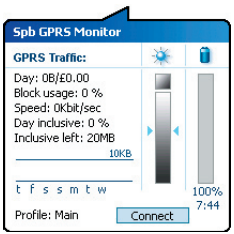
To show the GPRS Monitor icon on the title bar

1. Tap **Start** > **Programs** > **Spb GPRS Monitor**.
2. Tap **Tools** > **Options** > **Icon** tab.
3. Select the **Show taskbar icon** check box.
4. By default, the GPRS Monitor icon shows three bars that represent the following status information:

   Tap **Customize** to change the status information shown on the icon.



To customise the GPRS Monitor pop-up window



When you tap the GPRS Monitor icon on the title bar, a pop-up window opens and shows you detailed statistics about data transfers, such as the data size just transferred and its cost, the data amount left that you are allowed to transfer, and more.

On the GPRS Monitor screen, tap **Tools** > **Options** > **Popup** tab to choose what types of statistics to show on the pop-up window.

Set up monitoring and notification

To select the connection to be monitored

1. On the GPRS Monitor screen, tap **Tools** > **Options** > **Connection** tab.
2. Select the **Enable connection monitoring** check box.
3. In the **Connection** list, select the connection you want to monitor.

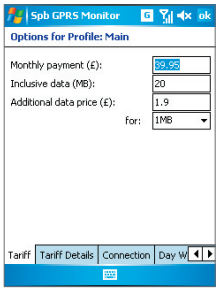
Tip GPRS Monitor can be configured to monitor data transfers via your local service provider as well as international service providers when you send or receive data through roaming. You can set up multiple profiles, with each profile configured with the service plan details of a certain service provider. For more information about profiles, see "Set up multiple profiles".

To enter your service plan details

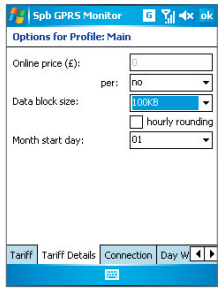
Service plan details, or tariff, determine the price that you pay for your data transfers. The tariff may either be flat rate or time-based, depending on whether you are using GPRS or a phone dial-up connection for data transfers.

Contact your service provider to find out about your tariff, and enter the information in the **Tariff** tab or the **Tariff Details** tab on the Options screen.

Note The calculation of network usage costs is based on the information that you entered, and is an estimate only. The actual amount billed by your service provider may differ.



Options: Tariff tab



Options: Tariff Details tab

To set up traffic limit notifications

You can set up traffic limit notifications if you want to be notified when a traffic limit is reached.

1. On the GPRS Monitor screen, tap **Tools > Options**.
2. Enable the notifications on the **Day Warn** and **Month Warn** tabs. You can specify up to three daily and three monthly limits.

   Once traffic reaches one of these limits, you will receive a notification.

Set up multiple profiles

When you make data transfers on your device, you may be charged with different tariffs in certain situations, or your device may need to connect through a different type of connection to send or receive data. Typical cases are GPRS roaming and different pricing for connections such as WAP. In such situations, you can set up multiple profiles in GPRS Monitor to measure the traffic and cost for each type of connection.

To set up and configure multiple profiles

1. On the GPRS Monitor screen, tap **Tools > Profiles**.
2. Select a profile that you want to customise.
3. Select the connection to be associated to this profile and enable monitoring of this connection. To do so, follow the steps in "To select the connection to be monitored".

4. Enter the tariffs that you are charged for this connection. For more information about tariffs, see "To enter service plan details".
5. Repeat steps 1 to 4 to configure more profiles.
6. When you have finished profile setup, tap **OK**.

To switch between profiles

1. On the GPRS Monitor screen, tap **Tools** > **Profiles**.
2. Select your desired profile, or select **Auto change profile** to enable the GPRS Monitor to automatically change to an active profile based on the connection you are using.
3. Tap **OK**.

View charts and reports

On the GPRS Monitor, you can view network connection cost charts and traffic charts, as well as generate detailed reports of network connection usage during a given period of time. These reports can be exported to CSV files that you can open using Excel, Access, or other similar spreadsheet and database software.

To view charts and generate reports

On the GPRS Monitor screen:

- Tap the **Chart** tab to view the network connection cost charts and traffic charts.
- Tap the **Report** tab to generate reports on network traffic and tariff.

For more information about using Spb GPRS Monitor, see Help on your device.

6.8 Using Terminal Services Client

The **Terminal Services Client** allows you to log on to a PC running Terminal Services or Remote Desktop, and use all the resources available on that PC. For example, instead of running Word Mobile on your device, you can run the PC version of Word and access the .doc files available on that PC.

To connect to a Terminal Server

1. On your device, tap **Start > Programs > Terminal Services Client**.
2. Enter the server name.
3. You can also select a server name in **Recent servers** if you have recently connected to a server.
4. Select the **Limit size of server desktop to fit on this screen** check box if you want to use programmes that have been specifically sized for use with your device.
5. Tap **Connect**.

To navigate within Terminal Services Client

When connected to a remote server, you may notice that the screen is displaying more than one horizontal and vertical scroll bar. Use these scroll bars to either scroll the contents on the PC, or to scroll the PC display through the Terminal Services Client window.

To make sure you are scrolling the PC display through Terminal Services Client, use the five directional buttons at the bottom of the Terminal Services Client window. To better fit information on the screen, select the **Limit size of server desktop to fit on this screen** check box. For best results, the programmes on your desktop PC should be maximised.

To disconnect without ending a session

1. From the Terminal Services Client screen on your device, tap **Start > Shutdown**.
2. Tap **Disconnect**.

Notes

- Do not use the **Start** menu on your device.
- If a network administrator has configured Terminal Services Client on your device to reconnect to disconnected sessions, and you previously disconnected from a Terminal Server without ending the session, the Terminal Services Client reconnects to that session.

To disconnect after ending a session

1. From the Terminal Services Client screen on your device, tap **Start** > **Shutdown**.
2. Tap **Log Off**.

Chapter 7

Exchanging Messages and Using Outlook

7.1 E-mail and Text Messages

7.2 MMS Messages

7.3 Pocket MSN

7.4 Calendar

7.5 Contacts

7.6 Tasks

7.7 Notes

7.8 Voice Recorder

7.1 E-mail and Text Messages

Messaging is where all of your e-mail accounts and your text message account are located. You can send and receive Outlook e-mail, Internet e-mail through an Internet service provider (ISP), as well as SMS (Short Messaging Service) text messages using your mobile phone network. You can also access e-mail from work using a VPN connection.

E-mail Setup Wizard

Before you can send and receive e-mails, you need to set up your e-mail account on your device. The E-mail Setup Wizard makes it easy and simple to set up your Outlook e-mail and POP3/IMAP4 accounts on your device.

To set up e-mail accounts using E-mail Setup Wizard

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account** to access the E-mail Setup Wizard.
3. The E-mail Setup Wizard guides you step-by-step through the setup process.

For more information on setting up your Outlook e-mail account, see "Set up Outlook e-mail". For information on POP3 or IMAP4 setup, see "Set up a POP3/IMAP4 e-mail account".

Set up Outlook e-mail

When starting ActiveSync on your computer for the first time, the Synchronisation Setup Wizard prompts you to set up a synchronisation relationship. This allows you to synchronise Outlook e-mail and other information between your device and your computer or the Exchange Server. If you have already set up synchronisation through the wizard, then your device is ready to send and receive Outlook e-mail. For information about the Synchronisation Setup Wizard, see "Installing and Using Microsoft ActiveSync" in Chapter 4.

If you have not set up a synchronisation relationship yet, do the following to set up your device to synchronise Outlook e-mail:

1. To synchronise remotely, you need to set up and connect to an over-the-air connection (GPRS or ISP dial-up). For more details, see the procedures in "Connecting to the Internet" in Chapter 6.
2. Disconnect your device from your computer or LAN. (If you have an over-the-air connection, there is no need to disconnect).
3. Tap **Start > Programs > ActiveSync**.
4. If you want to synchronise e-mails directly with the Exchange Server on a private network such as your corporate network, follow the steps in "Synchronising with Exchange Server" in Chapter 4.
5. Choose which information types to synchronise. Make sure **E-mail** is selected. For details, follow the steps in "Change which information is synchronised" in Chapter 4.

Everytime you want to manually send or receive Outlook e-mail on your device, just connect your device to your computer, LAN, or over-the-air connection, then tap **Sync** on the ActiveSync screen or tap **Menu > Send/Receive** in Outlook on your device.

For details about scheduling automatic synchronisation or setting a synchronisation time with the Exchange Server, see "Schedule synchronisation with Exchange Server" in Chapter 4.

Set up a POP3/IMAP4 e-mail account

Set up a POP3 or IMAP4 e-mail account on your device if you have an e-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account).

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account**.
3. On the E-mail Setup screen, select **Other (POP3/IMAP)** in the **Your e-mail provider** list, then tap **Next**.
4. Enter your e-mail address, then tap **Next**. **Auto configuration** attempts to download necessary e-mail server settings so that you do not need to enter them manually.
5. Once **Auto configuration** has finished, tap **Next**.

6. Enter your name (the name you want displayed when you send e-mail), user name, and password; tap **Next**.

Select the **Save password** check box if you want to save your password so that you do not need to enter it again.

If **Auto configuration** was successful, the **Your name** and **User name** fields automatically get populated. Tap **Next**, then **Finish** to complete setting up your account, or tap **Options** under **Server information** to access additional settings. For example:

- Change the time intervals for downloading new messages.
- Limit the amount of messages that are downloaded and authentication method for outgoing mails.
- Download full messages or parts of messages.

If **Auto configuration** is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually:

Setting	Description
User name	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your e-mail address, which appears before the at sign (@).
Password	Choose a strong password. You have the option to save your password so you do not need to enter it each time you connect to your e-mail server.
Account type	Select POP3 or IMAP4.
Account name	Enter a unique name for the account, such as Work or Home. This name cannot be changed later.
Incoming mail server	Enter the name of your e-mail server (POP3 or IMAP4).
Outgoing mail server	Enter the name of your outgoing e-mail server (SMTP).
Domain	Not required for an account with an ISP. May be required for a work account.
Require SSL connection	Select this to ensure you always receive e-mail for this account using an SSL connection. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.

Setting	Description
Outgoing mail requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication. Your user name and password from above will be used.
Use separate settings	Select this if your outgoing e-mail server requires a different user name and password than the ones you entered before.

Outgoing server settings:	
User name	Enter your user name for the outgoing e-mail server.
Password	Enter your password for the outgoing e-mail server.
Domain	Enter the domain of the outgoing e-mail server.
Require SSL for outgoing mail	Select this to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.

Tip You can set up several e-mail accounts in addition to your Outlook e-mail account.

Send and receive messages

To compose and send a message

1. In the message list, tap **Menu > Go To** and select an account.
2. Tap **New**.
3. Enter the e-mail address or mobile phone number of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
4. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

Tips

- To enter symbols, tap **Shift** using the on-screen keyboard.
- To set the priority, tap **Menu > Message Options**.
- If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.
- If you are sending a text message and want to know if it was received, before composing the message, tap **Menu > Tools > Options**. Tap **Text Messages** and select the **Request delivery notifications** check box.

To reply to or forward a message

1. Open the message and tap **Reply**, or **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

Tips

- To see more header information, scroll up.
- To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.
- In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an e-mail, your own e-mail address will also be added to the recipient list. You can customise ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **Primary e-mail address** text box, enter your e-mail address.
5. Tap **OK**.

To add an attachment to a message

1. In a new message, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file you want to attach, or record a voice note.

To receive attachments

An attachment sent with an e-mail message or downloaded from the server appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded, or marks it for download the next time you send and receive e-mail. You can also download attachments automatically with your messages if you have an Exchange Server mail account.

If you have an Outlook e-mail account, do the following:

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Tap **E-mail > Settings**, then select **Include file attachments**.

If you have an IMAP4 e-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account), do the following:

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > Options**.
3. Tap the name of the IMAP4 account.
4. Tap **Next** until you reach **Server information**, and tap **Options**.
5. Tap **Next** twice, and select **Get full copy of messages** and **When getting full copy, get attachments**.

Tip To store attachments on a storage card rather than on the device, tap **Menu > Tools > Options > Storage** tab, and select the **Store attachments on storage card** check box.

Download messages

The manner in which you download messages depends on the type of account you have:

- To send and receive e-mail for an Outlook e-mail account, begin synchronisation through ActiveSync. For more information, see "Set up Outlook e-mail" in this chapter.
- To send and receive e-mail messages for an e-mail account that you have with an ISP or that you access using a VPN server connection (typically a work account), download messages through a remote

e-mail server. For more information, see "To download messages from the server" later in this chapter.

- Text messages are automatically received when the phone is turned on. When the phone is turned off, messages are held by your service provider until the next time the phone is turned on.

To download messages from the server

To send and receive e-mail messages for an e-mail account that you have with an ISP or that you access using a VPN server connection (typically a work account), you first need to connect to the Internet or your corporate network, depending on the account.

1. Tap **Menu > Go To** and tap the account you want to use.
2. Tap **Menu > Send/Receive**. The messages on your device and e-mail server are synchronised: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox folder.

Tip If you want to read the entire message, tap **Menu > Download Message** while in the message window. If you are in the message list, tap and hold the message, and tap **Download Message.** The message will download the next time you send and receive e-mail. This will also download message attachments if you selected those options when you set up the e-mail account.

Copy text messages from and to the SIM card

1. Tap **Start > Messaging**.
2. Tap **Menu > Go To > Text Messages**.
3. In the message list, select the text message you want to copy.
4. Do one of the following:
   - To copy a text message to the SIM card, tap **Menu > Copy to SIM**.
   - To copy a text message from the SIM card to your device, tap **Menu > Copy to Inbox**.

Note Text messages stored on your SIM card are automatically displayed in the Inbox folder. Copying them to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

Set up e-mail security

Windows Mobile on your device protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign your messages as well as encrypt them.

Using authorisation keys and certificates, S/MIME allows you to digitally sign your e-mail messages to prove your identity to the recipients. Authorisation keys are also used when encrypting messages to improve privacy and prevent undue tampering or hacking of your messages. You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

Note S/MIME encryption and digital signatures for Windows Mobile-based devices are available only with Exchange Server 2003 Service Pack 2 or a later version that supports S/MIME. If you are not using one of these products, or have not yet synchronised, these options are unavailable.

To digitally sign and encrypt all messages

ActiveSync allows you to set up S/MIME e-mail encryption and signing. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Select the **E-mail** information type, and tap **Settings**. On the E-mail Sync Options screen, tap **Advanced**.
4. Do one or both of the following:
   - To sign all your outgoing e-mail messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
   - To encrypt all your outgoing e-mail messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.
5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

Individually sign and encrypt a message

Encrypting an Outlook e-mail message protects the privacy of the message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorisation key can decipher the message.

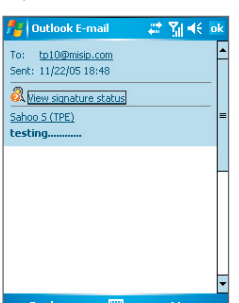
Digitally signing a message applies your certificate with the authorisation key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

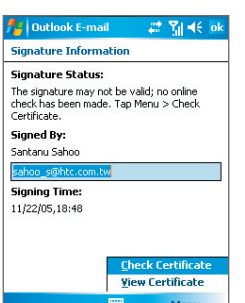
To digitally sign and encrypt a new message

1. In the message list, tap **Menu > Go To > Outlook E-mail**.
2. Tap **New**.
3. Tap **Menu > Message Options**.
4. Select the **Encrypt message** and **Sign message** check boxes, and tap **OK**.

Verify the digital signature on a signed message you receive

1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.
3. Tap **Menu > Check Certificate**.





To view the details of the certificate in the message, tap **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

Manage folders

Each Messaging account has its own folder hierarchy with five default Messaging folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted Items and Sent Items folders depends on the Messaging options you have chosen.

If you use an Outlook e-mail account, e-mail messages in the Inbox folder in Outlook will be synchronised automatically with your device. You can select to synchronise additional folders by designating them for synchronisation. The folders you create and the messages you move will then be mirrored on the e-mail server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronisation, the server creates a copy of the Family folder and copies the messages to that folder. You can then read the messages while you are away from your PC.

If you use a text message account, messages are stored in the Inbox folder.

If you use a POP3 account and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the e-mail server. The next time you connect, the e-mail server will detect that the messages are missing from the Inbox folder on the device and will delete them from the e-mail server. This prevents having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

If you use an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the e-mail server. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your device or PC. This synchronisation of folders occurs whenever you connect to your e-mail server, create new folders, or rename/delete folders when connected. You can also set different download options for each folder.

7.2 MMS Messages

Creating and sharing multimedia messages (**MMS**) with your friends and family are easy with your device. You can attach pictures or video, and an audio clip in an MMS. You can even use the device camera to capture photos and video clips while composing a new MMS message, and send them along with your message.

Notes
- Please note that MMS is a charged service. In order to use MMS successfully, this has to be provisioned on your mobile account. Please contact the wireless service provider to have this provisioned as part of your calling plan.
- Please ensure the size of the MMS is within the limits of the wireless service provider if sending to another mobile phone user or sending to an e-mail address.

To access MMS

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Go To** > **MMS**.

Change MMS settings

When you send an MMS message, an SMS notification message will first be sent to the recipient, while your MMS message will be temporarily stored on an MMS server of your wireless service provider. When others send you an MMS message, similarly, the MMS message will be stored on the MMS server until you retrieve it. Hence, your device must be configured with the location of the MMS server for you to be able to send and receive MMS messages on your device.

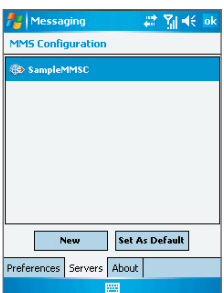
When you purchase your device, it is already preset with your wireless service provider's MMS server setings. If you accidentally lost the preset settings or you changed to another wireless service provider, follow the steps below to configure MMS settings.

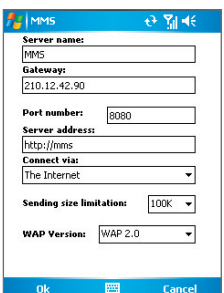
To configure MMS settings

1. Tap **Start** > **Messaging**.
2. Tap **Menu** > **Tools** > **Options**.
3. Tap **MMS** in the accounts list to configure settings. The MMS Configuration screen appears.

4. In the **Preferences** tab, select or clear the provided check boxes according to your needs. You can choose to keep track of your MMS messages, retrieve messages immediately, accept or reject messages, and request a delivery or read receipt. You can also specify a resolution for images you send and message delivery attempts.
5. Tap the **Servers** tab and check if your device is preset with MMS server settings.

   If there are no preset settings, tap **New** and enter the following information, which you can get from your wireless service provider:





   - **Server name**. A descriptive name, such as your wireless service provider name.
   - **Gateway**. Location of the MMS server, which is usually in the form of an IP address.
   - **Port number**. HTTP port number used for connecting to the MMS server and for file transfer.
   - **Server address**. URL address of the MMS server.
   - **Connect via**. Select the connection that your device uses for MMS.
   - **Sending size limitation**. Select the maximum MMS message size allowed by your wireless service provider.
   - **WAP version**. Select either **WAP 1.2** or **WAP 2.0**, depending on which one is being used by your wireless service provider.
6. Tap **OK**. The MMS server settings will then be added as an entry on the MMS Configuration screen.

Note If you add several MMS service providers to the MMS Configuration screen, you can choose one as your default MMS provider. Select the MMS provider's name in the list then tap **Set As Default**.

Create and send MMS messages

After configuring the required settings, you can start to compose and send MMS messages.

To compose an MMS message

You can compose MMS messages in a combination of various slides, where each slide can consist of a photo, audio or video clip, and/or text.

1. On the MMS screen, tap **New**.
2. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank MMS message.

Note If you prefer to always use a blank MMS message, select the **Always choose custom** check box.

3. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.
4. Enter a subject for your message.
5. Tap the **Insert** icon ( ) to select and insert a photo or video clip.

   When selecting a photo or video clip, you can:

   - Tap to view it first, then tap **Select** to use the selected photo or video clip and insert it into the MMS message you are composing.
   - Tap to take a photo and insert it into the MMS message.
   - Tap to record an MMS video clip and insert it into the MMS message.
   - Tap the **Exit** icon to quit selection and return to the MMS message.
6. Enter text and insert audio clips by tapping the respective areas. See "To add text to an MMS message" and "To add an audio clip to an MMS message" for details.
7. To add more slides, tap or tap **Menu > Slides > Insert Slide**.

Repeat steps 5 and 6 to insert a photo/video, text, and audio into each slide that you added.

While on a slide, you can:

- Tap to preview the slide.
- Tap to go to the previous slide.
- Tap to go to the next slide.

8. While composing an MMS message, you can also do the following:
   - Tap **Menu > Options > Background** to choose a background colour from the list.
   - Tap **Menu > Options > Text Layout**, then choose whether to place the text above, below, to the left or right of the photo/video.
   - Tap **Menu > Options > Send Options** to specify the sending time, validity, priority, class, and other settings for a message.
   - Tap **Menu > Attachment** to include a contacts card, calendar appointment, or any file as an attachment.
9. Tap **Send** to send the MMS message.

Notes You can also send an MMS message directly from the Pictures & Videos or Camera programme. Do one of the following:

- In Pictures & Videos, select a picture from My Pictures, and tap **Menu > Send**. In **Select an account**, tap **MMS**.
- Capture a photo or an MMS video clip using the camera, and tap the **Send** icon ( ). In the Send File dialog box, tap **Send via MMS**.

To create an MMS message from a template

- While on an MMS message, tap **Menu > Template > New from Template** to compose a message using a predefined template.

Note To save a message as a template, open the message and tap **Menu > Template > Save as Template**.

To add text to an MMS message

When entering text into an MMS message, you can do the following:

- Tap inside the text box and enter your own text.
- Choose from common words or phrases. Tap to add a text string from the My Text list.
- Tap to add an emoticon.
- You can easily include a Web page link. Tap then select a Web page address from the Internet Favourites list on your device.

Tip To edit or delete a phrase on the My Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To create and add a new phrase to the list, tap **New**.

To add an audio clip to an MMS message

You can add audio clips to your MMS message. However, you can add only one audio clip per slide.

1. Tap **Insert audio**.

   By default, My Documents will be shown. Tap My Music or another folder that contains audio files. When navigating folders, tap the Down arrow ( ) to return to the upper folder.

2. Select an audio file. When selected, you can:

   - Tap to play the audio clip.
   - Tap to pause, or tap to stop playback.
   - Tap **Select** to insert it into your MMS message.
   - Tap the **Exit** icon to quit selection and return to your MMS message.
   - To record a new audio clip and add it to your MMS message, tap . The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Done**. The new audio clip is automatically inserted into your MMS message.

View and reply MMS messages

To view an MMS message

- Use the playback controls , , and .
- Tap **Objects** to see a list of files included in the message. On the Message Objects screen, you can do the following:
  - To save a file, select it, and tap **Menu > Save**.
  - To save the contents of a text file to the My Text list, tap **Menu > Save into "My Text"**.
  - To associate a photo to one of your contacts, tap **Menu > Assign to Contact**.

To reply to an MMS message

- Tap **Menu > Reply** to reply to the sender of the message, or tap **Menu > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

7.3 Pocket MSN

Pocket MSN delivers the features of Hotmail and MSN Messenger to your device. With MSN Messenger you can do the following:

- Send and receive instant messages.
- See which contacts are online or offline.
- Subscribe to status updates for selected contacts so you know when they come online.
- Block contacts from seeing your status or sending you messages.

Before you can use MSN Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see "Connecting to the Internet" in Chapter 6.

Note You must have either a Microsoft .NET Passport or Hotmail account to use MSN Messenger. If you have a Hotmail.com or MSN.com e-mail address, you already have a Passport. To get a Passport account, go to **http://www.passport.com**. To get a Hotmail account, go to **http://www.hotmail.com**.

To start MSN Messenger

1. Tap **Start > Programs > Pocket MSN**.
2. Tap **MSN Messenger**.

To sign in or out

- To sign in, tap anywhere on the MSN Messenger screen. Enter the e-mail address and password for your Passport or Hotmail account, and tap **Sign In**. Signing in may take several minutes, depending on your connection speed.
- To sign out, tap **Menu > Sign Out**. Your status changes to **Offline**.

To add or delete contacts

- To add a contact, tap **Menu > Add a Contact**, and follow the instructions on the screen.
- To delete a contact, tap and hold the contact's name, and tap **Delete Contact**.

To send an instant message

1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen, and tap **Send**.

Tip To quickly add common phrases, tap **Menu > My Text** and select a phrase in the list.

7.4 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronise appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

You can look at your appointments in several different views (Day, Week, Month, Year, and Agenda). To see detailed appointment information in any view, tap the appointment.

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment, and enter information such as start and end times.
4. To schedule an all-day event, in the **All Day** box, tap **Yes**.
5. When finished, tap **OK** to return to the calendar.

Notes
- All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
- To cancel an appointment, tap the appointment and tap **Menu > Delete Appointment**.

Tip To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees**.
4. Tap the name of the contact you want to invite.
5. To invite each additional attendee, tap **Add** and tap the name.
6. Tap **OK**.
7. The meeting request will be sent to the attendees the next time you synchronise your device with your PC.

Note When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To set a default reminder for all new appointments

You can have a reminder automatically turned on for all new appointments you schedule.

1. Tap **Start > Calendar**.

2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

7.5 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with. Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date. You can also add a picture or assign a ring tone to a contact.

From the contact list, you can quickly communicate with people. Tap a contact in the list for a summary of contact information. From there, you can call or send a message.

If you use Outlook on your PC, you can synchronise contacts between your device and PC.

To create a contact on your device

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information.
3. When finished, tap **OK**.

Tips

- If someone who is not in your list of contacts calls you, you can create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
- To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.
- In the list of contact information, you'll see where you can add a picture or assign a ring tone to a contact.

To create a contact on your SIM card

1. Tap **Start > Programs > SIM Manager**. This opens the SIM Manager programme.
2. Tap **New** and enter a contact name and phone number.

3. Tap **Save** to save the information on your SIM card.

To change contact information

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When finished, tap **OK**.

Tip: To change contact information on your SIM card, tap **Start > Programs > SIM Manager**, then tap a SIM contact and edit it. After modifying, tap **Save**.

To work with the contact list

There are several ways to use and customise the contact list. Here are a few tips:

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
   - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name.**
   - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
   - To see a list of available actions for a contact, tap and hold the contact.
   - To see a list of contacts employed by a specific company, tap **Menu > View By > Company**, then tap the company name.

To copy SIM contacts to your device

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. Tap **Start > Programs > SIM Manager**.
2. Select the desired item, or select all SIM contacts by tapping **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

1. Tap **Start > Programs > SIM Manager**, then tap **Menu > Tools > Options**.
2. On the Options screen, select the check boxes of the types of phone numbers that you want to be added to the SIM card.
3. Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, tap **Edit**, enter your desired indicator, then tap **Save**.
4. After modifying, tap **OK**.
5. Tap **Menu > Contacts to SIM**.
6. Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, then tap **Save**.

To find a contact on your device

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Contacts**.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
   - Begin entering a name or phone number in the provided text box until the contact you want is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.
   - Use the alphabetical index displayed at the top of the contact list.

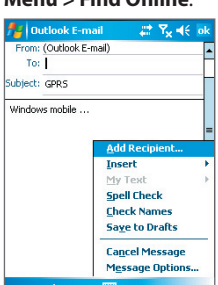
- Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

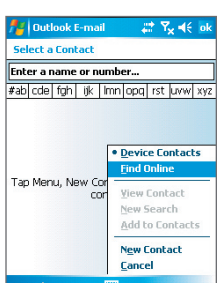
To find a contact online

In addition to having contacts on your device, you can also access contact information from your organisation's Global Address List (GAL). GAL is the address book that contains all user, group, and distribution list e-mail addresses of your organisation, and it is stored on the Exchange Server. By having direct online access to it from your device, it is quick and easy for you to plan a meeting and e-mail a meeting request immediately to anyone in your organisation.

Access to the GAL is available if your organisation is running Microsoft Exchange Server 2003 SP2 and you have completed your first synchronisation with the Exchange Server.

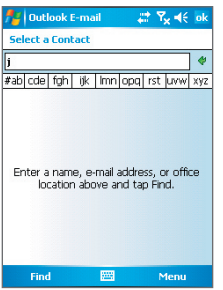
1. Synchronise with Exchange Server if you have never done so.
2. Tap **Start > Contacts > Menu > View By > Name**.
3. Do any of the following:
   - In Contacts, tap **Menu > Find Online**.
   - In a new message, tap the **To** box. Tap **Menu > Add Recipient > Menu > Find Online**.





   - In a new meeting request using Calendar, tap **Attendees** and then tap **Menu > Find Online**.

4. Enter the part or full contact name and tap **Find**. Tap **Select** to choose the desired contact(s) from the list.



Notes

- Your device must be set up with a data connection.
- You can search on the following information as long as that information is included in your organisation's GAL: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

To send contact information via text messaging

1. Tap **Start** > **Contacts**, then select a contact.
2. Tap **Menu** > **Send Contact** > **Text Messages**.
3. Select the contact information you want to send, then tap **Done**.
4. In the new text message, enter the mobile phone number of the recipient, then tap **Send**.

7.6 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organise them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task

1. Tap **Start** > **Programs** > **Tasks**.

2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. When finished, tap **OK**.

Tip You can easily create a short, to-do type task. Simply tap the **Tap here to add a new task** box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

To change the priority of a task

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.
3. Tap **Edit**, and in the **Priority** box, tap a priority level.
4. Tap **OK** to return to the task list.

Note All new tasks are assigned a Normal priority by default.

To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

Note The new tasks must have due dates set in order for the reminder to take effect.

To show start and due dates in the task list

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
   - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
   - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

Tip To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

7.7 Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Enter information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set **Writing** as the default input mode. If you prefer typed text, select **Typing**.

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:
   - **Writing** if you want to draw or enter handwritten text in a note.
   - **Typing** if you want to create a typed note.
4. Tap **OK**.

To create a note

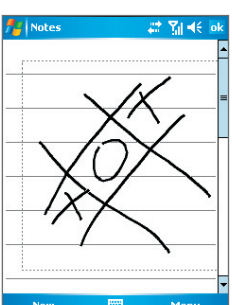
1. Tap **Start** > **Programs** > **Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished, tap **OK** to return to the note list.

Notes

- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
- If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Tap **Start** > **Programs** > **Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen.



Drawing on the screen

4. A selection box appears around your drawing.
5. When finished, tap **OK** to return to the note list.

Note To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

Record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a note.

To create a voice note

1. Tap **Start** > **Programs** > **Notes**.
2. Do one of the following:
   - To create a stand-alone recording, record from the note list.
   - To add a recording to a note, create or open a note.
3. If you do not see the Recording toolbar, tap **Menu** > **View Recording Toolbar**.
4. Tap the **Record** icon ( ) to begin recording.
5. Hold your device's microphone near your mouth or other source of sound.
6. Tap the **Stop** icon ( ) when finished recording.
7. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

Tip To quickly create a recording, press and hold the VOICE COMMAND button, then you can begin to record after a beep sound. Release the button when you are finished.

To change recording formats

1. Tap **Start** > **Settings** > **Personal** tab > **Input**.
2. Tap the **Options** tab, and select the desired format you want in the **Voice recording format** list.
3. Tap **OK**.

Note You can also change recording formats from within Notes. In the note list, tap **Menu** > **Options** > **Global Input Options** link (at the bottom of the page), then tap the **Options** tab.

7.8 Voice Recorder

Voice Recorder lets you record your voice and then quickly send it via MMS or e-mail, beam it or set the recorded voice as your ringtone.

Note Voice Recorder saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

To record your voice

1. On the Today screen, tap **Start > Programs > Voice Recorder**.
2. Hold the device's microphone near your mouth.
3. Tap **Record** or to start recording a voice clip. You can tap **Pause** to temporarily stop recording. When you want to continue recording, tap **Resume**.
4. Tap **Stop** to stop recording.

All recordings are saved in the **My Voices** folder by default. You can choose another folder to save voice recordings by tapping beside the folder name on the top-left of the screen and then in the menu, choose the folder where to save future recordings.

To play back a voice recording

1. On the Voice Recorder screen, select the voice recording you want to play back.
2. Tap . You can also double-tap the voice recording to play it back.

Notes
- Tap to increase the volume; Tap to decrease the volume.
- Tap to toggle between muting and unmuting the volume.

To send the voice recording via MMS

1. On the Voice Recorder screen, select the voice recording you want to send via MMS.
2. Tap **Menu > Send via MMS**. This automatically opens the MMS programme with the voice recording automatically inserted as the audio file for the MMS message.

See "MMS Messages" in this chapter to learn how to compose and send MMS messages.

To send the voice recording via e-mail

1. On the Voice Recorder screen, select the voice recording you want to send via e-mail.
2. Tap **Menu > Send > Outlook E-mail**. This automatically opens the Outlook E-mail with the voice recording automatically inserted as an attachment for the e-mail.

See "Send and receive messages" in this chapter to learn how to compose and send e-mails.

To beam the voice recording

1. On the Voice Recorder screen, select the voice recording(s) you want to beam.
2. Tap **Menu > Beam File**.
3. Tap the device you want to send the voice recording(s) to.
4. On the other device, accept the file transfer to receive the file.

To set the voice recording as a ring tone

1. On the Voice Recorder screen, select the voice recording you want to set as your device's ring tone.
2. Tap **Menu > Set as Ringtone**.

To rename or move a recording

1. On the Voice Recorder screen, select the voice recording you want to rename or move to another location.
2. Tap **Menu > Rename/Move**.
3. Enter the new **Name** for the voice recording.
4. To move the voice recording, select the new destination **Folder** and **Location**.
5. Tap **OK**.

Tip If multiple voice recordings are selected, you can only move the files but not rename them.

Chapter 8

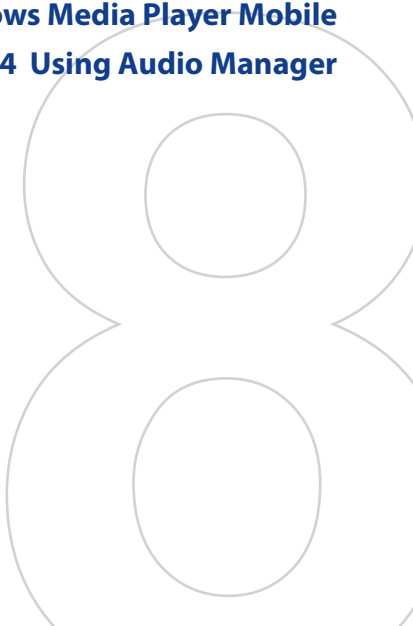
Experiencing Multimedia

8.1 Using Camera

8.2 Using Pictures & Videos

8.3 Using Windows Media Player Mobile

8.4 Using Audio Manager

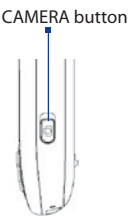


8.1 Using Camera

Taking photos and recording video clips along with audio are easy with your device's built-in camera. Now you can use this 2.0 Megapixels camera to capture high resolution pictures and video clips accompanying audio. The camera also supports the macro function which enables you to take close-up shots of a subject.

To open the Camera screen

- Tap **Start > Programs > Camera**; or
- Tap **Start > Programs > Pictures & Videos > Camera** icon; or
- Press the CAMERA button on your device.



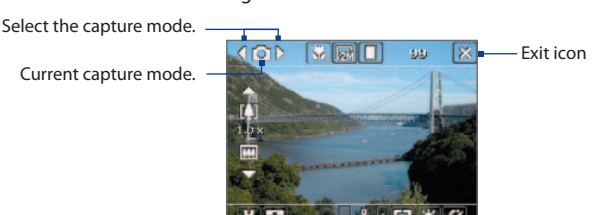
To exit the Camera

- Tap the **Exit** icon ( ) on the Camera screen.

Capture modes

The camera on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera is set to the Photo capture mode by default. The upper left corner of the screen displays the active capture mode. To switch to other capture modes, do any of the following:

- Tap or on the Camera screen.
- Press NAVIGATION left or right.



The available capture modes of the camera are as follows:

- **Photo**: Captures standard still images.
- **Video**: Captures video clips, with or without accompanying audio.
- **MMS Video**: Captures video clips suitable for sending via MMS.
- **Contacts Picture**: Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
- **Picture Theme**: Captures still images and places them within frames.
- **Panorama**: Captures a sequence of still images continuously in one direction, and allows stitching of all the images to create a panoramic view of a scenery.
- **Sports**: Captures a sequence of still images (3, 5, 7, or 10) automatically.
- **Burst**: Captures a sequence of still images (maximum 30) as long as the CAMERA button on the device or the ENTER button on the NAVIGATION Control is kept pressed.

File formats supported

Using the above capture modes, the camera in your device captures files in the following formats:

Capture type	Format
Still image	JPEG
Video	MPEG-4 (.mp4)
MMS Video	H.263 baseline (.3gp), MPEG-4 (.mp4)
Panorama / Sports / Burst	JPEG

Camera controls

Use the following device buttons and on-screen controls to take photos or video clips and to modify settings.

The CAMERA and ENTER buttons

Press the CAMERA button on the device to open the Camera screen. If already on the Camera screen, you can use either the CAMERA button or the ENTER button as the shutter release.

- Press the CAMERA button or the ENTER button to take a photo or contacts picture.
- Press the CAMERA button or the ENTER button to start recording video; press it again to stop recording.
- Press the CAMERA button or the ENTER button each time when taking photos for a picture theme or panorama.
- To take consecutive shots in Sports mode, press the CAMERA button or the ENTER button shortly, then move your device to follow the movement of your subject.
- Press and hold the CAMERA button or the ENTER button when taking consecutive shots in Burst mode.

The NAVIGATION Control

- Press NAVIGATION up or down to increase or decrease the zoom level.
- Press NAVIGATION left or right to go to the previous or next sequential capture mode.

On-screen controls and indicators

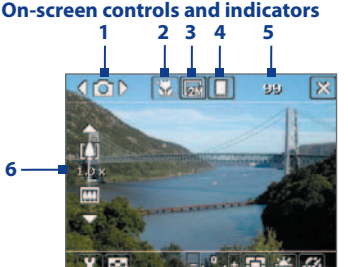


Photo mode

Video mode

1 **Mode Switching control**. Tapping the left/right arrow (/) on the screen allows you to switch the capture mode.

2 **Macro Switching control**. Tap to enable ( ) or disable ( ) auto macro function in Photo and Picture Theme modes. You may take close-up photos if this control is activated.

3 **Resolution**. The resolution icon (/ / / /) indicates the current resolution. Tap to toggle among the different resolutions.

4 **Storage**. Tap to toggle between saving captured photos or video clips on the device memory ( ) or on the memory card ( ).

5 **Remaining information indicator**. In Photo, Contacts Picture, Picture Theme, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.

6 **Zoom control**. Tapping the up/down arrow (/) or tapping / on the screen allows you to zoom in or zoom out.

7 **Camera Settings**. Tap the **Tool** icon ( ) to open the Camera Settings screen.

8 **Viewer**. Tap the **Viewer** icon ( ) to open the Pictures & Videos screen.

9 **Brightness**. Tapping the minus/plus icon (/) decreases or increases the brightness level.

10 **Metering Mode**. Tap to toggle the metering mode between **Centre Area** ( ) and **Average** ( ).

11 **White Balance**. Tap to toggle among the different white balance settings: Auto ( ), Daylight ( ), Night ( ), Incandescent ( ), and Fluorescent ( ).

12 **Self-timer**. Tap to set the Self-timer to 2 seconds, 10 seconds, or off when in the Photo or Contacts Picture mode. When you press the ENTER button or the CAMERA button to capture a still image, it starts to count down, and then captures a still image after the assigned time (2 seconds or 10 seconds).

13 **Recording indicator**. This shows a red, blinking indicator while video recording is in progress.

14 **Exit**. Tap the **Exit** icon ( ) to exit the Camera programme.

15 Progress **indicator**. In Picture Theme, Panorama, Sports, and Burst modes, this shows the total number of consecutive shots.

16 **Template Selector icon**. In Picture Theme mode, tap to toggle among the different templates.

Picture Theme mode

Still image capture modes

While using Still Image capture modes, such as **Photo**, **Contacts Picture**, **Picture Theme**, **Panorama**, **Sports**, and **Burst**, you can capture still image(s) by pressing the CAMERA button on the device or the ENTER button on the NAVIGATION. Still images will be saved in JPEG format.

While capturing an image in the Picture Theme capture mode, you can select a preset template. To view and select from different templates, tap on the Camera screen. Depending on the chosen template, one or more photos may need to be taken for the template.

Video capture mode

While using the **Video** capture mode, you can press the CAMERA button or the ENTER button to start recording a video clip (with audio if desired). To stop recording, press the CAMERA button or the ENTER button again. Your device displays the first frame of the captured video clip by default on the Review screen.

Before you capture a video clip, you can specify the desired length of recording in terms of time or file size on the Camera Settings screen.

Video clips are saved in MPEG-4 (.mp4) format.

MMS Video capture mode

The **MMS Video** capture mode makes it convenient for you to capture a video file and then send it via MMS. Press the ENTER button or the CAMERA button to start recording a video clip (with audio if desired). To stop recording, press the ENTER button or the CAMERA button again.

The recording length of MMS video is fixed. Recording automatically stops when the preset length is reached. However, you can manually stop recording the video anytime. The time indicator at the upper right side of the Camera screen indicates the time limit.

You can specify the capture format to be either H.263 or MPEG-4 on the Camera Settings screen; however, the ideal format for MMS is H.263 (3GPP). After you capture the video file, tap on the Review screen to send the file through MMS.

The Review screen

After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**. In addition, you can tap the icons at the bottom of the Review screen to delete a captured image or video, send it via e-mail or MMS, and more.

Review screen icons

Photo, Video, MMS Video Picture Theme, and Panorama modes

Contacts Picture mode

Sports and Burst modes

1 **Back**. Tap to go back to the Camera screen.

2 **Delete**. Tap to remove the captured image or video.

3 **Send**. Tap to send via e-mail or MMS.

4 **View**. Tap to view the image in the Pictures & Videos programme, or play the captured video in Windows Media Player Mobile.

5 **Assign to Contacts**. Tap to associate the photo to a selected contact.

6 **Browse**. After you have taken photos in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow ( ) or press NAVIGATION up/down to browse through the sequence of photos.

To change the display duration of the Review screen

1. Tap to open the Camera Settings screen.
2. On the Camera Settings screen, tap . The Advanced menu then appears.
3. Tap **Review Duration**, then tap the desired time length for displaying captures on the Review screen.

Zooming

While capturing a still image or a video clip by using the camera, you can zoom in to make the object in focus move closer, and you can zoom out to make the object move farther away. In all capture modes, use NAVIGATION on your device, or tap the triangular Up arrow above the Zoom Ratio indicator, to zoom in your subject. When the zooming limit is reached, you will hear a beep. To zoom out, press NAVIGATION down, or tap the Down arrow. The camera zoom range for a picture or a video clip depends on the capture mode and capture size.

Zoom range

The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following table is a summary.

Capture mode	Capture size setting	Zoom range
	2M (1600 x 1200)	No zooming available
	1M (1280 x 960)	No zooming available
Photo	Large (640 x 480)	1x to 4x
	Medium (320 x 240)	1x to 8x
	Small (160 x 120)	1x to 8x

Capture mode	Capture size setting	Zoom range
Video	CIF (352 x 288)	No zooming available
	Large (320 x 240)	No zooming available
	Medium (176 x 144)	1x to 2x
	Small (128 x 96)	1x to 2x
MMS Video	Medium (176 x 144)	1x to 2x
	Small (128 x 96)	1x to 2x
Contacts Picture	Large (480 x 640)	No zooming available
	Medium (240 x 320)	1x to 2x
	Small (120 x 160)	1x to 4x
Picture Theme	Determined by the current template	Depends on the size of the template currently loaded
Panorama	Large (640 x 480)	1x, to 4x
	Medium (320 x 240)	1x to 8x
	Small (160 x 120)	1x to 8x
Sports	Large (640 x 480)	1x to 2x
	Medium (320 x 240)	1x to 8x
Burst	1M (1280 x 960)	No zooming available
	Large (640 x 480)	1x to 2x
	Medium (320 x 240)	1x to 8x

Note The capture sizes available for certain capture formats also vary from one capture mode to another. The zoom range has been calculated based on the following ratio:

- 1.0x = normal size (no zooming)
- 2.0x = double enlargement
- 4.0x = four times enlargement
- 8.0x = eight times enlargement

The Camera Settings screen

Camera Settings screen in Photo mode

While capturing a still image or video clip using any capture modes, tap the **Tool** icon ( ) to access the Camera Settings screen. The Camera Settings screen allows you to configure the capture settings.

When you tap the icons at the bottom of the Camera Settings screen, different menus will appear. Some menus and options may be available only in certain capture modes.

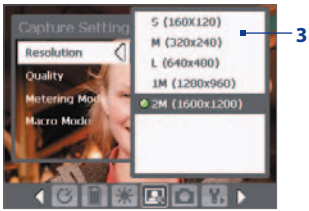
To navigate the Camera Settings screen

You can either tap on-screen or press the NAVIGATION Control buttons to navigate the Camera Settings screen.

1. Tap an icon to directly display the desired menu. You can also tap the left/right arrow (/) to navigate the icon bar at the bottom until you reach the desired menu.

   Alternatively, when using the Navigation Control, press NAVIGATION up/down to highlight the icon bar at the bottom of the screen. Then, press NAVIGATION left/right to navigate to the icon of the desired menu. Once the desired menu is displayed, press NAVIGATION up/down to highlight the menu option.
2. Tap an option on the menu to open a submenu of available settings.

   Alternatively, press NAVIGATION up/down to select an option, then press NAVIGATION right to open its submenu.



3 Tap to select a setting and close the submenu.

Alternatively, press NAVIGATION up/down to select a setting, then press NAVIGATION left to close the submenu.

For more information about the different menus and settings, see the succeeding sections.

Self-timer menu

- **Self-timer**. Select the Self-timer option for capturing images: **Off**, **2 seconds**, or **10 seconds**. Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CAMERA button or the ENTER button.

Template menu

- **Template**. Select a template (in Picture Theme mode only).

Panorama Settings menu

- **Direction**. Choose in what direction images will be stitched in a panorama.
- **Stitch Count**. Select the desired number of snapshots to be taken and stitched into a panorama.
- **Auto Stitch**. When the Auto Stitch is **On**, the camera automatically stitches snahpshots into one single file. If Auto Stitch is **Off**, the snapshots are saved as separate files.

Sports Settings menu

- **Snapshots**. Select the number of consecutive shots to capture (in Sports mode only).

Storage menu

- **Storage**. Select where you want to save your files. You can either save the files to the main memory or to a storage card.

Ambience menu

- **White Balance**. Select a white balance setting type such as Fluorescent, Night, etc. to suit your lighting environment.
- **Effect**. Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.

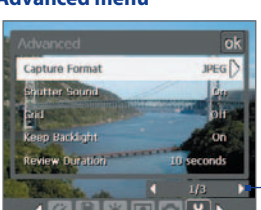
Capture Settings menu

- **Resolution**. Select the desired image or video size.
- **Quality**. Select the JPEG image quality level for all captured still images. You can choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode**. Select a metering mode to allow the camera to measure the amount of light in the centre and around the image and calculate the best-fit exposure value before capturing. Choose either **Centre Area** to measure light using the centre area of the image or **Average** to measure light using the area all around the image.
- **Macro Mode** (Photo and Picture Theme modes). Choose whether or not to capture photos at close-up range.

Capture Mode menu

- **Mode**. Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For more information about these modes, see "Capture modes" earlier in this chapter.

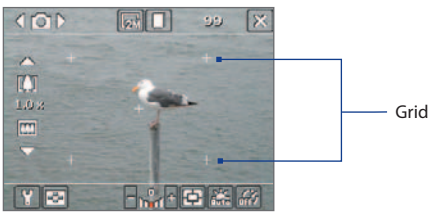
Advanced menu



Tap the left/right icon in this bar to switch between the menu pages in the Advanced menu.

Alternatively, when using the NAVIGATION Control buttons, press NAVIGATION up/down to highlight this bar. Then, press NAVIGATION left/right to switch between the menu pages.

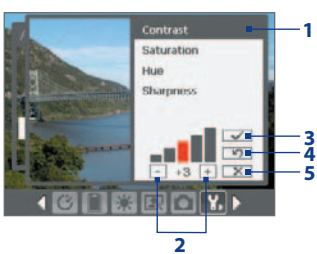
- **Capture Format**. Select the desired file format.
- **Shutter Sound**. Choose whether or not you want the camera to make a shutter sound when you press the ENTER button or the CAMERA button to take photos or record video clips.
- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and centre your subject more easily and accurately.



- **Keep Backlight**. Choose whether to turn the backlight on or off while using the camera. This overrides your device backlight settings while you are using the camera.
- **Review Duration**. Set a time length for displaying the captured image/video on the Review screen before automatically saving it and returning to the live Camera screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing.
- **Flicker Adjustment**. When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent lighting. To reduce flicker, you can change the flicker adjustment setting to **Auto** or to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.
- **Record with Audio**. Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.
- **Prefix**. Specify how to name captured images and video clips. When **Default** is selected, the file name of each new captured file is set to

"IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.

- **Counter**. By default, the newly captured image or video files are named with a prefix and some sequential numbers, such as 001, 002, and so on. To reset the numbering to "001" for your captured files, tap **Reset**.
- **Recording Limit**. Specify the maximum time or file size for recording.
- **Template Folder** (in Picture Theme mode only). By default, templates are stored in the **\My Documents\Templates** folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Adjust**. This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.



1 In the submenu, tap one of the properties to adjust.
Alternatively, press NAVIGATION up/down to select a property.

2 To increase/decrease the value, tap the plus/minus icon or press NAVIGATION left/right. The live Camera screen on the background immediately displays the effect of changes.

3 Tap to save the settings and close the submenu.

4 Tap to reset all properties to their default.

5 Tap to close the submenu without applying and saving the changes.

8.2 Using Pictures & Videos

The **Pictures & Videos** programme collects, organises, and sorts images and video clips in the following formats on your device.

File Type	File Extensions
Image	*.bmp, *.jpg, *.gif
GIF animation	*.gif
Video	*.avi, *.wmv, *.mp4, *.3gp

You can view the pictures as a slide show, beam them, send them via e-mail, edit them, or set them as the background on the Today screen.

To copy pictures, GIF animation files, and video clips to your device

You can copy pictures, GIF animation files, and video files from your PC and view them on your device.

- Copy the pictures, GIF animation files, and video files from your PC or a storage card to the My Pictures folder on your device. (You can also copy video files to the My Videos folder.)

For more information about copying files from your PC to your device, see ActiveSync Help on your PC.

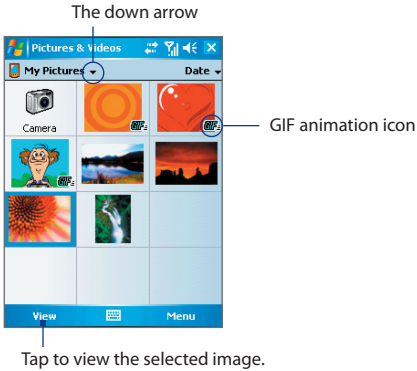
Note You can also copy pictures, GIF animation files, and video files from your PC to your device using a memory card. Insert the memory card into the memory card slot on your device, then copy the files from your PC to the folder you created on the memory card.

To view pictures

1. Tap **Start > Programs > Pictures & Videos**. The images in the My Pictures folder appear as thumbnails by default.
2. Select a picture and tap **View**. If you cannot find a picture in the default My Pictures folder, go to another folder by tapping the Down arrow (▼).

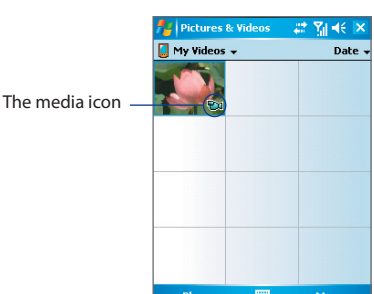
To play GIF animation files

1. Tap **Start > Programs > Pictures & Videos**.
2. Select a GIF animation file (marked with a GIF icon)and tap **View**. The GIF Animation programme then opens and plays the animation.



To play videos with audio

1. Tap **Start > Programs > Pictures & Videos**. By default, the contents of the My Pictures folder will be shown.
2. To find the video clips that you captured, tap the down arrow ( ) next to the My Pictures folder and tap **My Documents > My Videos.** Video clips are displayed as thumbnails by default, which appear with a media icon ( ).



3. Tap to select a video and play it in Windows Media Player Mobile.

To view slide shows

You can view your pictures as a slide show on your device. Pictures are shown in full-screen view with 5-second intervals between slides.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap **Menu > Play Slide Show**.

Note You can specify how pictures are scaled to optimise their display in a slide show. Tap **Menu** > **Options**, then tap **Portrait pictures** or **Landscape pictures** on the **Slide Show** tab.

Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view, and more.

To sort pictures and video clips

If you store a large number of pictures or video clips on your device, you may find it helpful to sort them to quickly find a specific picture or clip. You can sort by name, date, and size.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the sort list (labeled **Date** by default), and select the item you want to sort by (**Name**, **Date**, or **Size**).

To delete a picture or video clip

Do any of the following to remove a picture or a video clip:

- Select a picture or video clip on the Pictures & Videos screen, and tap **Menu > Delete**.
- Tap and hold the thumbnail of the picture you want to delete, then tap **Delete**.

Tap **Yes** to confirm the deletion.

To edit a picture

You can rotate, crop, and adjust the brightness and colour contrast of your pictures.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the picture you want to edit.
3. Tap **Menu > Edit**, and do any of the following:
   - To rotate a picture 90 degrees clockwise, tap **Rotate**.

- To crop a picture, tap **Menu > Crop**. Next, tap and drag to select the area to crop. Tap inside the box to crop, or tap outside the box to cancel cropping.
- To adjust the brightness and contrast levels of a picture, tap **Menu > Auto Correct**.

Note To undo an edit, tap **Menu > Undo**. To cancel all unsaved edits you made to the picture, tap **Revert to Saved**.

To set a picture as the Today screen background

You can use a picture as the background on the Today screen.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to set as the background.
3. Tap **Menu > Set as Today Background**.
4. In **Transparency level**, select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
5. Tap **OK**.

To send pictures and video clips via e-mail

You can send pictures and video clips to other devices via e-mail.

1. First, set up Messaging to send and receive messages.
2. From the programme, select the item you want to send.
3. Tap **Menu > Send**, and select one account (such as Outlook E-mail or MMS) to send the attached item.
4. A new message is created with the item attached.
5. Enter the recipient name and subject, and tap **Send**. The message will be sent the next time you synchronise your device.

Note Pictures and video clips are saved automatically before they are sent.

To beam a picture or video clip

You can beam a picture or video file to another mobile device using Infrared.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture or video file you want to beam.

3. Tap **Menu > Beam**.
4. Select a device to beam the file to.
5. Tap **OK**.

To assign pictures to contacts

You can assign a picture to a contact so that you can easily identify the contact at any point of time.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to assign to a contact.
3. Tap **Menu > Save to Contact**.
4. Tap the contact, or navigate and tap **Select** to choose the contact from your Contacts list.

To customise more image settings

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture for which you want to configure further settings.
3. Tap **Menu > Options**. The Options screen appears, allowing you to:
   - Resize a picture so that it can be sent faster through e-mail.
   - Set the direction of rotation for the Rotate function.
   - Configure the view settings during slide shows and activate screensaver options.

8.3 Using Windows Media Player Mobile

You can use Windows Media Player Mobile to play digital audio and video files that are stored on your device or on a network, such as on a Web site. The following file formats are supported by Windows Media Player Mobile.

Video File Formats Supported	File Extensions
• Windows Media Video	.wmv, .asf
• MPEG4 Simple Profile	.mp4
• H.263	.3gp
• Motion JPEG	.avi
• 3GPP2	.3g2
Audio File Formats Supported	**Video File Formats Supported**
• Windows Media Audio	.wma
• MP3	.mp3
• MIDI	.mid, .midi, .rmi
• AMR Narrow Band	.amr
• AMR Wide Band	.awb
• AAC	.m4a
• 3GPP2	.gcp

To open Windows Media Player Mobile

- Tap **Start** > **Programs** > **Windows Media**.

About the controls

The following are available controls on the Windows Media Player Mobile.

Controls on Windows Media Player Mobile

This control	Does this
	Play/Pause a file.
	Display the video in full screen.
	Display a Web site where you can find music and videos to play.
	Adjust the playback progress of a selected file.
	Skip to the beginning of the current file or to the previous file.
	Skip to the next file.
	Decrease the volume level.
	Increase the volume level.
	Turn the sound on or off.

About the screens and menus

Windows Media Player Mobile has three primary screens:

- **Playback screen**. The default screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.
- **Now Playing screen**. The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are "queued up" to play next.
- **Library screen**. The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen, you can open a **Menu**. The commands on this menu vary, depending upon which screen you are viewing. For more information about the commands in these menus, see Help on your device.

About licences and protected files

Some media files have associated licences that protect them from being unlawfully distributed or shared.

If you want to copy a protected file from your PC to your device, use the Windows Media Player on your PC to synchronise the file to your device. This will ensure that the licence is copied along with the protected file. For more information about synchronising files to your device and other mobile devices, see the Windows Media Player Help.

Note You can view the protection status for a file by checking its file properties (tapping **Menu** > **Properties**).

Synchronise video and audio files

Use the latest version of Microsoft Windows Media Player on your PC to synchronise digital media files from your PC to your device. This ensures that protected files and album art (for skins) are copied to your device correctly.

To synchronise content to your device automatically

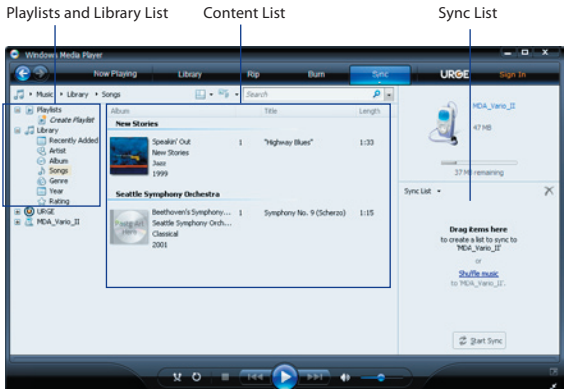
1. On your PC, start Windows Media Player and then connect your device to your PC.
2. In the Device Setup Wizard, type a name for your device and click **Finish**.
3. On the leftmost pane, right-click your device and select **Set Up Sync**.

   Note You can also sync your storage card if you have one installed on your device. To sync, right-click **Storage Card**.
4. On the Device Setup dialog box, select Sync this device automatically and then select the playlist(s) that you want to sync between your PC and device.
5. Click **Finish**.
   The files begin synchronising to your device. The next time you connect your device to your PC while Windows Media Player is running, synchronisation will start automatically.

To synchronise content manually to your device

1. If you have not set up synchronisation between your device and PC, follow steps 1 to 3 in "To synchronise content to your device automatically".

2. Click the **Sync** tab on the Windows Media Player of your PC. Select a Playlist or a Library on the left panel of the Windows Media Player.
3. From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.



4. Click **Start Sync** to start synchronising the selected files to your device.

Notes

- Use Windows Media Player 11 or higher on your PC to synchronise media files to your device.
- Audio files copy faster if the Windows Media Player is configured to automatically set the quality level for audio files copied to your device. For more information, see Windows Media Player Help.

Play media

To play items on your device

Use the library on Windows Media Player Mobile to find and play songs, videos, and playlists that are stored on your device or removable storage card.

1. If you are not on the Library screen, tap **Menu > Library**.

2. On the Library screen, tap the Library arrow (near the top of the screen), then tap the media storage that you want use, for example, Storage Card.
3. In most cases, Windows Media Player Mobile automatically updates the library. However, you can manually update the library to ensure that it contains new files that you recently copied to your device or storage card. Tap **Menu > Update Library** to manually update the library list.
4. Select a category (for example, My Music or My Playlists).
5. Tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

Note To play a file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.

To play an item on a network

Use the **Open URL** command to play a song or video that is stored on the Internet or on a network server.

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap **Menu > Open URL**.
3. Do one of the following:
   - In the **URL** box, enter a network address.
   - In the **History** box, tap a URL that you have previously used.

Note To play an item on a network, you must be connected to a network. For more information about creating a remote connection between your device and a network, see Connections Help on your device.

Use playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback.

In the desktop Player, you can create a playlist of media files and synchronise the desktop Player with your device. For more information

about synchronising media, see "Synchronise video and audio files" earlier in this chapter.

In Windows Media Player Mobile on your device, your playlists are available in the Library under the My Playlists category. There is also a temporary playlist, called Now Playing, which lists the currently playing file, as well as any files that have been queued up to play next. You can create a new playlist on your device by saving the current Now Playing playlist and by giving it a new name.

To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list.

   Repeat this step until you have added all desired media files to the Now Playing list.

Note You cannot select multiple files simultaneously.

4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.
6. Enter the playlist name then tap **Done**.
7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap **Play**.

Troubleshooting

If you encounter a problem while using the Windows Media Player Mobile, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media Player Mobile page at the Microsoft Web site (http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx).

8.4 Using Audio Manager

Audio Manager is a music browser and player in one. It gives you access to all the music files on your device, and allows you to easily browse for the music that you want to play by organising music into categories such as title, artist, album, etc. You can also create playlists of your favourite songs and use the integrated **Music Player** to play them back.

To launch Audio Manager

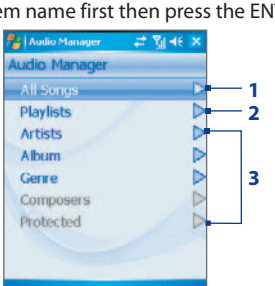
- Tap **Start > Programs > Audio Manager**.

Notes

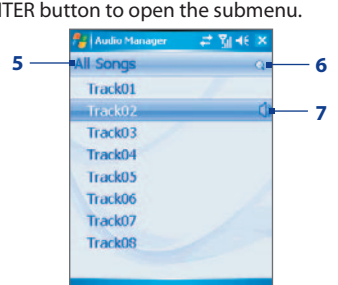
- Audio Manager searches for all music files stored on your device and memory card that have the following audio formats: MP3, WMA, AAC, and AAC+.
- Audio Manager will search for music files in the following locations:
  On the device: **\My Document** (including all subfolders)
  \Music (including all subfolders; when there are music files synchronised between the device and PC)
  On the memory card: **\Storage Card** (including all subfolders)
- Music files are categorised under **Artists**, **Album**, **Genre**, etc. if such metadata are found in the files.

Library

On the Audio Manager's **Library** screen, an arrow that appears in an item indicates that there is a submenu available. Tap the item name to open the submenu. Alternatively, you can use the NAVIGATION Control to select the item name first then press the ENTER button to open the submenu.



Library: Main screen



Library: All Songs screen

No.	Description
1	Opens the **All Songs** submenu where you can browse music files by file name or song title.
2	Opens the **Playlists** submenu where you can create playlists and play them back.
3	Opens a submenu where you can browse music files by the selected category.
4	Switches to the Music Player screen. (Music Player does not automatically start playback. You need to tap the icon).
5	Shows the current submenu name. Tap to return to the upper-level menu.
6	Shows a **Search** icon ( ) when the music database in Audio Manager is being updated. This occurs when music files have been added, renamed, or removed on your device or memory card.
7	Shows the song titles or file names of music files when you are in the All Songs submenu. Tap or use the NAVIGATION Control to select a music file to play it in the Music Player. Shows more submenus when you are in one of the category screens, such as **Artists**, **Album**, etc. Tap or use the NAVIGATION Control to open a submenu.

When you tap a category on the Library's Main screen, you will see more submenus which may have deeper levels of menus. For example, when you tap **Artists**, another level of submenus will be listed showing artist names. When you tap an artist name, more submenus showing album names will be displayed. Just keep opening the submenus until you reach the level where song titles can be selected for playback.

Music files that are protected by Digital Rights Management (DRM) will be listed under the **Protected** category. A lock icon shown before song titles indicates that the music files are protected. Select a file then tap **Info** if you want to view file information. A cross-marked lock icon shown before song titles indicates that the rights for the music files have expired, and you will not be able to play them. Tap **Delete** if you want to delete these files.

Note Audio Manager keeps track of the last submenu that you accessed. When you exit Audio Manager and open it again, it will display the last submenu that you were in. Keep tapping the submenu name at the top of the screen until you reach the Library's Main screen.

Music Player

Music Player is integrated within Audio Manager, and it lets you play back music files. After selecting a song in the Library, Music Player opens and automatically plays it. Use the available buttons to control the playback.

Note If the last screen you were in was the Music Player when you closed Audio Manager, next time you launch Audio Manager, it will open Music Player directly. To switch back to the Library, tap **Library**.

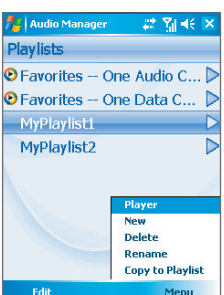
No.	Description
1	Shows information about the playing song.
2	Shows the playback time. Tap **Menu > Time Display** to choose the display format for the playback time (**Elapsed** time or **Remaining** time).
3	Shuffles ( ) / Loops ( ) songs during playback.
4	Plays ( ) / Pauses ( ) the song.
5	Goes to the previous ( ) / next ( ) song.
6	Returns to the Library screen.
7	Drag the slider to move forward or backward in a song.
8	Mutes ( ) / Unmutes ( ) the song.
9	Increases ( ) / Decreases ( ) the volume.
10	Opens a menu where you can choose to add the current song to a playlist, set the song as ring tone, and more.

Playlists

A playlist is a list of music files that play in a sequential order. The Playlists screen shows the current playlists that are found on your device and memory card.

There are two types of playlists that will be shown on the Playlists screen:

- **Windows Media Player playlists**.
  These are playlists that are in Windows Media Player Mobile's Library (which is synchronised with Windows Media Player on your computer), and they are indicated by the Windows Media Player icon ( ). They can be played in Audio Manager's Music Player but cannot be edited.
- **Custom playlists**.
  These are playlists that are created in Audio Manager and can be edited.



Notes

- Audio Manager will search for playlists in the following locations:
  On the device: **\Playlists** and **\Application Data\HTC\AudioManager\playlists**.
  On the memory card: **\Storage Card\Playlists**.
- If a Windows Media Player playlist contains a combination of music, video and image files, Audio Manager accesses the music files only and filters out the other media types.

To create a playlist

1. On the Library's Main screen, tap **Playlists**.

2. On the Playlists screen, tap **Menu > New**.
3. Enter a **Playlist name** and tap **OK**.
4. On the Playlists screen, tap the playlist you have just created and tap **Edit**.
5. Tap **Menu > Add**.
6. Tap the check boxes to select the songs you want to add to the playlist, then tap **OK**. Tap **Menu** to open a list of selection methods.
7. Tap **OK** twice.

To play a playlist

1. On the Playlists screen, tap to select a playlist.
2. Tap the first song in the selected playlist. Music Player automatically opens and starts playing the first song. After each song, the next one in the playlist will be played.

Note The content of playlists is not automatically updated when music files have been deleted from the device memory or memory card. Music Player will display a notification message when you play back a playlist and music files in that playlist cannot be found.

To edit a playlist

1. On the Playlists screen, select a playlist you want to edit.
2. Tap **Edit**.
3. Tap **Menu** to open a list of editing options. You can choose to add more songs, copy or delete songs, and more.
4. After you have finished editing the playlist, tap **OK** twice.
5. To return to the Playlists screen, tap the playlist name that's shown at the top of the screen.

To add a playlist to another playlist

1. On the Playlists screen, use the NAVIGATION Control to scroll to the playlist that you want to add to another playlist.
2. Tap **Menu > Copy to Playlist**.
3. Tap the playlist where to copy it to, then tap **OK**. Tap **New Playlist** if you want to add the playlist to a new playlist.

Set music as ring tone

Audio Manager allows you to select your favourite music and set it as a ring tone for your device.

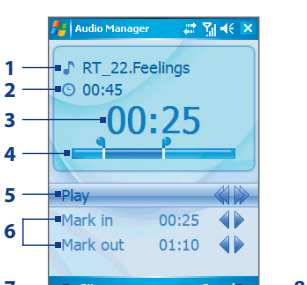
1. Use the NAVIGATION Control to select a song in the Library, or tap a song to play it in Music Player.
2. Tap **Menu > Set as Ring Tone**.
3. If the selected song is in MP3 format, you can trim it first to make it shorter. Tap **Trim** to open the MP3 Trimmer and trim the song. For more information about trimming, see "MP3 Trimmer".
4. Tap **Set as Default Ring Tone**.
5. A confirmation message is then displayed. Tap **OK**.

Tip If you only want to save the song to the ring tone folder for future use, tap **Save to Ring Tone Folder**. Later on, you can tap **Start > Settings > Personal** tab **> Phone** to set it as your ring tone.

MP3 Trimmer

Before setting an MP3 file as a ring tone for your device, you can edit the song first to shorten the duration and make the file size smaller. Use the available controls on the MP3 Trimmer to cut the song shorter.

You can access MP3 Trimmer directly by tapping **Start > Programs > MP3Trimmer**.



No.	Description
1	**Title**. Shows the ring tone name for the song.
2	**Duration**. Shows the length of the song after trimming.
3	**Time**. Shows the playback time when the song is played.
4	**Trimmer**. Allows you to mark the part of the song that will be used for the ring tone. Drag the left handle to mark the start time (mark-in point), then drag the right handle to mark the end time (mark-out point).
5	**Play/Stop**. Tap to toggle between playing and stopping playback. While playing, tap and hold to rewind, or tap and hold to fast forward.
6	**Mark in/Mark out**. Allows precise marking of the start and end times of the song that will be used for the ring tone. • Tap to step backward one second and mark it; or • Tap to step forward one second and mark it.
7	**OK**. Tap to confirm trimming the ring tone.
8	**Cancel**. Tap to exit MP3 Trimmer without trimming the ring tone.

Chapter 9

Using Other Applications

9.1 Word Mobile

9.2 Excel Mobile

9.3 Viewing Slide Shows with PowerPoint Mobile

9.4 Using Adobe Reader LE

9.5 Using MIDlet Manager

9.6 Using ZIP

9.7 Using Voice Speed Dial

9.1 Word Mobile

Word Mobile is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

To create a Word file

1. In Word Mobile, tap **New**. You will see either a blank document or template, depending on what you have selected as the default template.
2. Enter text as desired.
3. Tap **Menu**, then choose whether to set the font, paragraph alignment and indentation, insert the date, do a spelling check, and more.
4. When finished, tap **OK** to save and close the file.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

Note Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device. To see a complete list of features that are not supported in Word Mobile, see Help on your device.

9.2 Excel Mobile

Excel Mobile makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also create new workbooks and templates on your device.

To create an Excel file

1. In Excel Mobile, tap **New**. You'll see either a blank worksheet or template, depending on what you've selected as the default template.
2. Tap a cell to select it. Using the on-screen keyboard, enter your data then tap the **Enter** key.
3. Tap **Menu**, then choose whether to insert cells, charts, symbols or functions, format rows and columns, and more.
4. When finished, tap **OK** to save and close the file.

Tips

- Work in full-screen mode to see as much of your workbook as possible.
- Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.

Note Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. To see a complete list of features that are not supported in Word Excel, see Help on your device.

9.3 Viewing Slide Shows with PowerPoint Mobile

With **PowerPoint Mobile**, you can open and view slide show presentations created on your PC. Slide shows in ***.ppt** and ***.pps** format created using PowerPoint '97 and later can be viewed in PowerPoint Mobile.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

Features not supported in PowerPoint Mobile include:

- **Notes.** Notes written for slides will not be visible.
- **Rearranging or editing slides**. PowerPoint Mobile is a viewer only.
- **Some file formats.** Files created in ***.ppt** format earlier than PowerPoint '97 and HTML files in ***.htm** and ***.mht** formats are not supported.

To start a slide show presentation

1. Tap **Start** > **Programs** > **PowerPoint Mobile**.
2. In the presentation list, tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.
4. To navigate between slides, tap ▲ | > **Next** or **Previous**, or tap **Go to Slide** and tap the slide you want to view.

If the presentation is set up as a timed slide show, slides will advance automatically.

Notes

- If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.
- Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

To stop a slide show

- In a PowerPoint Mobile presentation, tap ▲ | > **End Show**.

9.4 Using Adobe Reader LE

Adobe Reader LE is an application for viewing PDF (Portable Document Format) documents on your device. It supports a subset of the features found in the PC versions of Adobe Reader.

To open a PDF file on your device

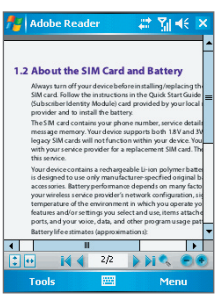
Do one of the following:

- Tap **Start** > **Programs** > **Adobe Reader LE**. Browse the folders on your device or storage card and find the desired PDF file. Tap the file to open it.
- Open File Explorer and find the desired PDF file, then double-tap the file to open it.

To navigate through a PDF document

When you are viewing a PDF document, you can do any of the following:

- Use the vertical and horizontal scroll bars (including the Up, Down, Right and Left arrow keys on the bars) to move to the desired direction of the page.
- Press NAVIGATION up/down/right/left to move to the desired direction of the page.
- Tap to move to the previous page; tap to move to the next page. Tap to jump to the first page; tap to jump to the last page.
- Tap **Tools** > **Go To** to select the desired page to view.



To adjust the display size

Tap **Tools** > **Zoom**, then select one of the following options:

- Select **In**/**Out** to enlarge/reduce the display size; or
- Select **To %** to specify a zoom ratio using a slider (from 8% to 1000%); or
- Select **Fit Screen** to display the entire page in the window, or select **Fit Width** to make the page width fit in the width of the window.

Tips Alternatively, you can also tap the following toolbar buttons at the bottom of the screen:

- Tap to **Fit Screen**; tap to **Fit Width**.
- Tap to zoom in; tap to zoom out.

To rotate the view

- Tap **Tools > View > Rotate Right** to rotate the document view clockwise in 90 degree increments.
- Tap **Tools > View > Rotate Left** to rotate the document view counterclockwise in 90 degree increments.

To change the page layout

- Tap **Tools > View > Single Page** to display one page at a time in the document pane.
- Tap **Tools > View > Continuous** to display the pages in a continuous vertical column.

To search for text in the document

1. Tap **Tools > Find > Text** or tap on the toolbar.
2. Type in the text to be searched, then tap **Find**.
3. The matched text in the document will be highlighted.
4. To search for the next occurrence of the text, tap **Tools > Find > Next**.

To exit Adobe Reader LE

- Tap **Menu > Exit**.

Tips

- Adobe Reader LE displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
- Adobe Reader LE supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

9.5 Using MIDlet Manager

MIDlets are Java applications that can run on mobile devices. Your device supports Java 2 Micro Edition, J2ME. The **MIDlet Manager** allows you to download Java applications, such as games and tools that are specifically designed for mobile devices. Although some Java applications and games have already been installed on your device, the Java MIDlet Manager gives you the flexibility of installing and managing additional J2ME applications from the Internet.

To install MIDlets from the Internet

1. Locate the MIDlet/MIDlet suite while connected to the Internet.
2. Select the MIDlet/MIDlet suite to download.
3. Confirm to start downloading.
4. Run the file(s) to install.

To install MIDlets from a PC

You can install the MIDlets/MIDlet suites on your device from a PC using the USB sync cable, infrared, or Bluetooth. MIDlets copied to your device are automatically saved in the My Documents folder. However, you can copy the MIDlet file(s) from a PC to any of the following temporary folders on your device from where MIDlet Manager can install them.

- Device memory: ..\My Device\My Documents\My MIDlets
- Storage card: ..\My Device\Storage Card

Note If the My MIDlets folder does not exist in My Documents, you can create one with the same folder name. However, a folder named Storage Card automatically appears after you insert a storage card into your device.

To install a MIDlet/MIDlet suite

1. Tap **Start > Programs > MIDlet Manager > Menu > Install > Local**.
2. From the list, tap the MIDlet/MIDlet suite that you want to install.
3. Confirm to complete the installation.

Note To remove a MIDlet file from the temporary folder, tap and hold the file then tap **Delete** from the shortcut menu.

To run MIDlets on your device

1. Tap **Start** > **Programs** > **MIDlet Manager**.
2. Tap a MIDlet to run.

To view the MIDlets currently running

- Tap the down arrow on the top left of the MIDlet Manager screen, then tap **Running**.

Note To view the most recently used MIDlets, tap **Show** > **Recent**.

To stop running a MIDlet

1. Tap the down arrow on the top left of the MIDlet Manager screen, then tap **Running**.
2. Tap and hold a MIDlet on the Running MIDlets screen, and tap **Stop**.

Note To stop all MIDlets currently running on your device, tap **Menu** > **Stop All**.

Manage MIDlets/MIDlet suites

You can organise the MIDlets into groups and define custom groups. You can also change the default settings for a MIDlet.

To associate a MIDlet/MIDlet suite to a group

If you installed several MIDlets/MIDlet suites to your device, you can categorise them into groups.

1. Tap and hold on a MIDlet/MIDlet suite, then tap **Group**.
2. Choose a preset group, or tap **New** if you want to create a custom group, then tap **OK**.

After you have assigned MIDlets/MIDlet suites to respective groups, the group names will appear in the Show menu and you can display them by group.

To select a sorting order

1. Tap the down arrow on the top right of the MIDlet Manager screen to open the **Sort By** menu.
2. Choose to sort by **Name** or by **Size**.

To change the display name of a MIDlet

1. Tap and hold a MIDlet, and tap **Rename**.
2. Enter a new name for the MIDlet, then tap **OK**.

Note You cannot change the name of a MIDlet suite.

To uninstall a MIDlet/MIDlet suite

Before you uninstall a MIDlet/MIDlet suite, make sure that it is not running.

1. Tap and hold the MIDlet/MIDlet suite, and tap **Uninstall**.
2. Tap **OK** to confirm.

Note You cannot uninstall a single MIDlet from a MIDlet suite; you can uninstall only the complete MIDlet suite.

To check storage space

- Tap **Menu** > **System Info** on the MIDlet Manager screen to see how much device storage space is used by MIDlets.

To select a type of connection

- Tap **Menu** > **Choose Network Typ**e on the MIDlet Manager screen, and select the type of connection that you will use for downloading MIDlets to your device.

To configure MIDlet security

You can adjust security settings for each MIDlet/MIDlet suite.

1. Tap and hold a MIDlet.
2. Tap **Security** from the shortcut menu.

Note that some features may not be available for all MIDlets/MIDlet suites. The following are the security options that you can set for a running MIDlet/MIDlet suite.

Security Option	Description
Net Access	Determine whether a MIDlet/MIDlet suite can access the Internet.
Local Connectivity	Enable a MIDlet/MIDlet suite to access services, such as infrared and Bluetooth.
App Auto Run	Enable a MIDlet/MIDlet suite to run at specified times, or any time.
Messaging	Determine whether a MIDlet/MIDlet suite can send and/or receive SMS messages.
Multimedia Recording	Enable a MIDlet/MIDlet suite to record sounds and images.

Note For a list of error messages that you may receive while managing and using MIDlets/MIDlet suites on your device, see Help on your device.

9.6 Using ZIP

This feature allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new ***.zip** files on your device.

Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To start ZIP on your device

- Tap **Start > Programs > ZIP**.

To open a ZIP file and extract files

1. Open a file using any of the following:
   - Select a file and tap **File > Open Archive**.
   - Tap and hold a file and tap **Open Archive**.
   - Double-tap a file.

Note You cannot select multiple ZIP files.

2. The files contained in the zip file are then displayed. Select files by doing one of the following:
   - Tap to select a file.
   - To select several files, tap **Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it).
   - To select all files, tap **Action > Select All**.
3. Tap **Action > Extract**.
4. Choose a folder in which files will be extracted to, then tap **Extract**.

To create a zip archive

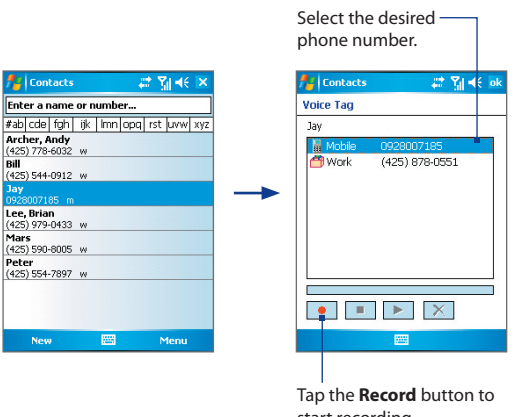
1. Tap **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Action > Add**.
5. Double-tap the folder that contains the files you want to archive.
6. Select files by doing one of the following:
   - Tap to select a file.
   - To select several files, tap and hold on the screen, then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it).
   - To select all files, tap and hold on the screen, then tap **Select All**.
7. Tap **Add**.
8. Tap **File > Close Archive**.
9. After closing the zip file, you can tap **File > Find Archive** to search for all zip files and display them on the Archive List screen.

9.7 Using Voice Speed Dial

You can record voice tags so that you can dial a phone number or launch programmes simply by speaking a word.

Create a voice tag for a phone number

1. Tap **Start** > **Contacts** to open the Contacts list.
2. Do one of the following:
   - Tap and hold the desired contact, then tap **Add Voice Tag**.
   - Select the desired contact, then tap **Menu** > **Add Voice Tag**.
   - Tap the desired contact to open the contact's detailed screen, then tap **Menu** > **Add Voice Tag**.
3. Select the phone number that you want to create a voice tag, then tap the **Record** button ( ).



4. When completed, a **Voice Tag** icon ( ) will be displayed on the right of the item.

5. When you create a voice tag for the item, you can do one of the following:
   - Tap the **Record** button ( ) to rebuild the voice tag.
   - Tap the **Play** button ( ) to play the voice tag.
   - Tap the **Delete** button ( ) to delete the voice tag.

Tip To ensure voice recognition accuracy, please record your voice in a quiet place.

Create a voice tag for a programme

1. Tap **Start** > **Settings** > **Personal** tab > **Voice Speed Dial**.
2. The **Application** tab displays a list of all installed programmes on your device. The procedure for creating a voice tag for a programme is the same as the procedure for creating a voice tag for a phone number.
3. After you have created a voice tag for a programme, you can then launch the programme by saying the recorded voice tag after tapping **Start** > **Programs** > **Voice Speed Dial**.

Make a call or launch programmes using a voice tag

1. Tap **Start** > **Programs** > **Voice Speed Dial**.
2. After a "beep" sound, say the recorded voice tag that you have assigned to the phone number you want to call or the programme you want to launch. The system will repeat the voice tag and then dial out or launch the programme automatically.

Note If the system cannot recognise your voice tag, please speak clearly and reduce the surrounding noise, then try again.

To view and test the voice tags you have created

1. Tap **Start** > **Settings** > **Personal** tab > **Voice Speed Dial**.
2. The **Voice Tag** tab displays a list that contains all the voice tags you have created. Select an item in the list, and you can do one of the following:
   - Tap the **Record** button ( ) to rebuild the voice tag.
   - Tap the **Play** button ( ) to play the voice tag.

Appendix

A.1 Regulatory Notices
A.2 PC Requirement to Run ActiveSync 4.x
A.3 Specifications

A.1 Regulatory Notices

Regulatory Agency identifications

For regulatory identification purposes, your product is assigned a model number of PAND100.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your PAND100.

The Battery Pack has been assigned a model number of TRIN160.

This product is intended for use with a certified Class 2, rated 5 Volts DC, maximum 1 Amp power supply unit.

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (89/336/EEC), and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

- **EN 60950-1 (IEC 60950-1)**
  Safety of Information Technology Equipment.
- **ETSI EN 300 328**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband Transmission systems; data transmission equipment operating in the 2.4 GHz ISM band and using spread spectrum modulation techniques.
- **ETSI EN 301 511**
  Global System for Mobile communications (GSM); Harmonised standard for mobile stations in the GSM 900 and DCS 1800 bands covering essential requirements under article 3.2 of the R&TTE directive (1999/5/EC).
- **ETSI EN 301 489-1**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements.
- **ETSI EN 301 489-7**

Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunications systems (GSM and DCS).

- **ETSI EN 301 489-17**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2.4 GHz wideband transmission systems.
- **EN 50360 - 2001**
  Product standard to demonstrate the compliance of mobile phones with the basic restrictions related to human exposure to electromagnetic fields (300 MHz - 3 GHz).
- **EN 50361:2001**
  Basic standard for the measurement of Specific Absorption Rate related to human exposure to electromagnetic fields (300 MHz - 3 GHz).
- **EN 50392:2004**
  Generic standard to demonstrate the compliance of electronic and electrical apparatus with the basic restrictions related to human exposure to electromagnetic fields (0 Hz - 300 GHz).

CE 0560 !

This equipment may be operated in:							
AT	BE	BG	CH	CY	CZ	DE	DK
EE	ES	FI	FR	GB	GR	HU	IE
IT	IS	LI	LT	LU	LV	MT	NL
NO	PL	PT	RO	SE	SI	SK	TR

Safety precautions for RF exposure

- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

Exposure to radio frequency (RF) signals

Your wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986
- International Commission on Non-Ionising Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR.

The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage. Normal conditions only ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

SAR Information

- 0.780W/kg @ 10g

Telecommunications & Internet Association (TIA) safety information

Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research. Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimise the potential for interference. If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

Hearing Aids

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

Other tips and cautions

- Avoid using your phone near metal structures (for example, the steel frame of a building).
- Avoid using your phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Avoid using your phone after a dramatic change in temperature.

WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.

The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city centre, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

A.2 PC Requirement to Run ActiveSync 4.x

To connect your device to the PC, you must have Microsoft® ActiveSync® programme installed on your PC. ActiveSync 4.x is included in the **Getting Started Disc**, which is compatible with the following operating systems and applications:

- Microsoft® Windows® 2000 Service Pack 4
- Microsoft® Windows Server® 2003 Service Pack 1
- Microsoft® Windows Server® 2003 IA64 Edition Service Pack 1
- Microsoft® Windows Server® 2003 x64 Edition Service Pack 1
- Microsoft® Windows® XP Professional Service Packs 1 and 2
- Microsoft® Windows® XP Home Service Packs 1 and 2
- Microsoft® Windows® XP Tablet PC Edition 2005
- Microsoft® Windows® XP Media Centre Edition 2005
- Microsoft® Windows® XP Professional x64 Edition
- Microsoft® Outlook® 98, Microsoft® Outlook® 2000 and Microsoft® Outlook® XP, and Microsoft® Outlook® 2003 messaging and collaboration clients
- Microsoft® Office 97, excluding Outlook
- Microsoft® Office 2000
- Microsoft® Office XP
- Microsoft® Office 2003
- Microsoft® Internet Explorer® 4.01 or later (required)
- Microsoft® Systems Management Server 2.0

A.3 Specifications

System Information	
Processor	Samsung® SC32442A, 400 MHz
Memory	- ROM : 256 MB - RAM : 128 MB SDRAM (Figures are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).
Operating System	Windows Mobile® Version 5.0 Pocket PC Phone Edition
Power	
Battery	Rechargeable Lithium-ion polymer battery, 1500 mAh
Charging Time	Up to 3.5 hours
Battery Life (estimates)	Standby time: Up to 200 hours for GSM Talk time (Screen off): Up to 5 hours for GSM Media playback time: Up to 8 hours (WMV); Up to 12 hours (WMA)
AC Adapter	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Display	
LCD Type	3.5" transflective TFT-LCD with backlight LEDs, touch-sensitive screen
Resolution	240 x 320 with 65,536 colours
Alignment	Portrait and Landscape
GSM / GPRS Module	
Functionality	Tri-band (900, 1800, and 1900)
Internal Antenna	Yes
Physical	
Dimensions	129.7 mm (L) x 69.8 mm (W) x 18.8 mm (T)
Weight	200g (with battery)

Camera Module	
Type	2.0 Megapixel colour CMOS camera
Resolution	Photo: 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: 176x144 (QCIF), 128x96
Digital Zoom	Up to 8X
Connections	
Infrared	IrDA SIR
I/O Port	HTC ExtUSB™: an 11-pin mini-USB and audio jack in one (ExtUSB is a proprietary connection interface that is trademarked by HTC).
Car Antenna Connector	Yes
Wireless Connections	Bluetooth 2.0, Wi-Fi (IEEE 802.11 b/g)
Controls and Lights	
Buttons	• 5-way NAVIGATION Control • Four programme buttons : Voice Speed Dial/Voice Record , Messaging, Internet Explorer, and Camera • Two phone functions : TALK and END • START button • OK button • Two SOFT KEYs • POWER button • RESET button
LEDs	The left (bi-colour) LED shows Green and Amber lights for GSM/GPRS standby, message, and network status as well as for notification and battery charging status. The right LED shows a blinking Blue light for Bluetooth system notification of powered-up and ready to transmit Bluetooth signal, and a blinking Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights blink alternately.

Audio	
Audio Controller	AGC
Microphone/ Speaker	Built-in/Dual, Hands-free
Headphone	AMR/AAC/WAV/WMA/MP3 codec
Expansion Slots	
Card Slot	SD™ Card

Index

A

A2DP 95
About licences and protected media 166
ActiveSync 58
- Comm Manager 92
- copy files 76
- overview 28
- synchronise 59
Add and remove programmes 73
Add attachment to message 120
Adobe Reader LE 181
- adjust display size 181
- change page layout 182
- exit 182
- navigate through document 181
- rotate the view 182
- search for text in the document 182
Alarm 68
Answer/end a call 47
Appointment search 40
Assign pictures to contacts 163
Assign programmes or shortcuts to hardware buttons 69
Attachments 121
Audio Manager
- Library 170
- MP3 Trimmer 175
- Music Player 172
- Open 170
- Playlists 173
- Set music as ring tone 175

B

Backlight 71
Back up data 78
Battery
- battery information 21
- charge battery 22
- check battery power 22
- save battery power 70, 104
Beam
- via Bluetooth 97
- via Infrared 162
Block Recognizer 38
Bluetooth
- Bluetooth Explorer 28, 98
- Bluetooth file sharing 98
- Bluetooth modem 101
- Bluetooth shared folder 98
- hands-free headset 95
- modes 93
- overview 93
- partnership (pairing) 94
- SIM Access Profile (SAP) 52
- stereo headset 95
- synchronise 64
- turn on and off 92
- visible 93, 94
Bluetooth Explorer 28
Burst capture mode 147

C

Calculator 28
Calendar 29, 132
Calendar search 40
Calibration 24

Camera
- capture modes 146, 147
- controls 147
- file formats 147
- icons 147
- overview 29
- settings 154
- specifications 199
Change
- device name 68
- screen text size 70
Clock & Alarms 32, 68
Close programme 76
Comm Manager 33, 92
Compose messages 119
Conference call 50
Connect device to Internet
- set up dial-up connection to ISP 88
- set up GPRS connection 86
- start a connection 88
Connect to private network 88
Contacts 29, 134
Contacts Picture capture mode 147
Contacts search 40
Cookies 91
Copy
- contacts to SIM card 136
- files between device and PC 76
- files to storage card 76
- media files from PC to device 166
- pictures and video clips from PC to device 159
- SIM contacts to device 135
Customise
- Start menu 67
- Today screen 66

D

Date 68
Delete pictures and videos 161
Dial-up to ISP 88
Digitally sign messages 123, 124
Digital Rights Management (DRM) 166
Digital signature
- verify 124
Dimensions and weight 198
Direct Push 62, 92
Disconnect data services 92
Download Agent 29
Download messages 121
Draw 141

E

E-mail
- IMAP4 117
- Outlook 116
- POP3 117
- search 40
- security 123
- settings (POP3/IMAP4) 118
- setup wizard 116
Edit picture 161
Emergency call 51
Encrypt messages 123, 124
Excel Mobile 29, 179
Exchange Server
- schedule synchronisation 62
- synchronise 61
Exclude e-mail address when replying to all 120

F

Favourites (Internet Explorer) 89
File Explorer 29
Find
- device information 70
- operating system version number 70
Find contact
- online 137
- on device 136
Forward message 120

G

Games 29
GIF animation 159
GPRS 86
GPRS Monitor 30, 107

H

Hard reset 84
Help 29
Help search 40
Home page (Internet Explorer) 89

I

IMAP4 117
Infrared (IR)
- beam picture or video 162
- synchronise 63
Input methods
- Block Recognizer 38
- Keyboard 37
- Letter Recognizer 37
- Transcriber 38
Input Panel 36
Install
- Microsoft ActiveSync 58
International call 51
Internet Explorer Mobile 29, 89
Internet security settings 91
Internet Sharing 106

K

Keypad tone 72

L

Letter Recognizer 37
Library screen (Windows Media Player Mobile) 165

M

Mail search 40
Make call
- from Call History 45
- from Contacts 45
- from Phone programme 44
- from SIM Manager 46
- from Speed Dial 45
Memory 75, 198
Message folders 125
Messaging
- IMAP4 117
- MMS 126
- Outlook e-mail 116
- overview 29
- POP3 117
- SMS 119
Microsoft ActiveSync 58

Microsoft Windows Mobile Device Centre 55
MIDlet Manager
- configure MIDlet security 185
- install MIDlets from Internet 183
- install MIDlets from PC 183
- manage MIDlets/MIDlet suites 184
- overview 29, 183
- uninstall MIDlets/MIDlet suites 185
MMS 126
- add audio clip 130
- add emoticon 130
- add photo/video 128
- add text 130
- add Web page address from Favourites 130
- create and send 128
- MMS settings 126
- reply message 131
- view message 131
MMS Video capture mode 147, 150
MP3Trimmer 29
MSN Messenger 131
Mute 51

N

Notes 29, 40, 140
Notes search 40
Now Playing screen (Windows Media Player Mobile) 165

O

On-screen keyboard 37
Open PDF file 181
Outlook e-mail 116
Owner information 82

P

Password 81
Personal and system settings 69
Phone 29, 42, 44
Phone network settings 73
Phone services 72
Phone settings 72
Pictures & Videos
- assign pictures to contacts 163
- delete 161
- edit picture 161
- file formats 159
- overview 30
- play GIF animation 159
- play videos 160
- sort 161
- view pictures 159
- view slideshows 161
Picture Theme capture mode 147
PIN 42, 81
Playback screen (Windows Media Player Mobile) 165
Playlists 168
Play GIF animation 159
Play media 167
Play videos 160
Pocket MSN 30, 131
POP3 117
PowerPoint Mobile 30, 180
Programmes
- ActiveSync 28
- Adobe Reader LE 28
- Audio Manager 28
- Bluetooth Explorer 28
- Calculator 28
- Calendar 29, 132

- Camera 29, 146
- Comm Manager 33, 92
- Contacts 29, 134
- Download Agent 29
- Excel Mobile 29, 179
- File Explorer 29
- Games 29
- GPRS Monitor 30
- Help 29
- Internet Explorer Mobile 29, 89
- Internet Sharing 29, 106
- Messaging 29, 116
- MIDlet Manager 29, 183
- MP3Trimmer 29
- Notes 29, 140
- Phone 29, 44
- Pictures & Videos 30, 159
- Pocket MSN 30, 131
- PowerPoint Mobile 30, 180
- SAPSettings 30
- Search 30, 40
- SIM Manager 30, 46, 134
- Spb GPRS Monitor 107
- Sprite Backup 30, 78
- STK (SIM Tool Kit) Service 30
- Tasks 30, 138
- Terminal Services Client 30, 112
- Voice Recorder 30
- Voice Speed Dial 31, 188
- Windows Media Player Mobile 31, 164
- Word Mobile 31, 178
- ZIP 31, 186

Put call on hold 50

R

Receive call 47
Receive messages 119
Record voice note 142
Regional options 68
Regulatory notices 192
Reply message 120
Reply MMS 131
Reset
- hard reset 83
- soft reset 83

Review screen (Camera) 151
Ringer 92
Ring tone 72
Ring type 72

S

Save picture from Web page 91
Search 30, 40
Secure/Multipurpose Internet Mail Extension (S/MIME) 123
Security settings (Internet Explorer) 91
Send messages 119
Send pictures and videos via e-mail 162
Settings (Connections tab)
- Beam 33
- Bluetooth 33
- Connections 33
- CSD Line Type 33
- GPRS Setting 34
- USB to PC 34
- Wi-Fi 34
- Wireless LAN 34

Settings (Personal tab)
- Buttons 31
- Input 31
- Lock 31
- Menus 31
- MSN Options 31
- Owner Information 31
- Phone 32
- Sounds & Notifications 32
- Today 32
- Voice Speed Dial 32

Settings (System tab)
- About 32
- Backlight 32
- Certificates 32
- Clear Storage 32
- Clock & Alarms 32
- Device Information 32
- Error Reporting 32
- Key Lock 32
- Memory 33
- Microphone AGC 33
- Power 33
- Regional Settings 33
- Remove Programmes 33
- Screen 33
- Task Manager 33

Set picture as Today screen background 162
SIM card 21
SIM Manager
- copy contacts to SIM card 136
- copy SIM contacts to device 135
- create SIM contact 134
- make call 46
- overview 30

Smart Dialing 47
SMS 119
Soft reset 83
Sounds & Notifications 70
Spb GPRS Monitor 30, 107
Speakerphone 50
Specifications 198
Speed Dial 45
Sports capture mode 147
Sprite Backup 30, 78
Start menu 67
Still image capture modes 150
STK (SIM Tool Kit) Service 30
Storage card
- check available space 75
- copy files 77

Swap/switch calls 50
Synchronise
- ActiveSync 59
- change information 59
- Outlook information with computer 59, 60
- via Bluetooth 63
- via Infrared 63
- Windows Media Player 64

Synchronise
- Outlook information with Exchange Server 61
- schedule synchronisation with Exchange Server 62
- Windows Media Player Mobile 166

Sync connection problem 60
System information 198

T

Tasks 30, 138
Tasks search 40
Task Manager 71
Temporary Internet files (Internet Explorer)
- delete 91
Terminal Services Client 112
Text size
- screen 70
- Web pages 90
Time 68
Today screen 25, 66
Transcriber 38
Troubleshoot Windows Media Player Mobile 169
Turn device on and off 23
Turn phone function on and off 43, 92

U

USB modem 106
USB to PC 60

V

Verify digital signature 124
Vibrate 43, 92
Video capture mode 150
View
- MMS 131
- photo slideshows 161
- pictures 159
Voice call 44
Voice note 142
Voice Recorder 143
Voice Speed Dial
- create
  - voice tag for phone number 188
  - voice tag for programme 189
- make call or launch programme 189
- overview 31, 188
Voice tag
- create
  - for phone number 188
  - for programme 189
- make call or launch programme 189
Volume 43

W

Web pages
- layout 90
- text size 90
Wi-Fi 92, 102
Windows Media Player Mobile
- file formats 164
- menus 165
- overview 31
- playlists 168
- troubleshoot 169
Windows Mobile Device Centre 55
Word Mobile 31, 178

Z

ZIP
- create archive 187
- open zip file and extract files 186
- overview 31, 186
Zoom (Camera) 152